

Title 61
REVENUE AND TAXATION
Part V. Ad Valorem Taxation

Chapter 1. Constitutional and Statutory Guides To Property Taxation

§100. Introduction

A. The power of local and state governments to tax real and personal property is contained within the Constitution of the State of Louisiana. The broad constitutional principles are clarified in the Revised Statutes of the State of Louisiana. These statutes are further clarified and made workable by rules and regulations passed in accordance with the statutes and the constitution by the Louisiana Tax Commission. This summary of certain provisions of the Constitution and Revised Statutes is for convenience only, and is not intended as an official interpretation. Actual provisions of law supersede this summary.

§101. Constitutional Principles For Property Taxation

A. Assessments

Property subject to ad valorem (property) taxation shall be listed on the assessment rolls at its assessed valuation, which, except as provided in §101.C and §101.F, shall be a percentage of its fair market value. The percentage of fair market value shall be uniform throughout the state upon the same class of property.

B. Classification

The classification of property subject to ad valorem taxation and the percentage of fair market value applicable to each classification for the purpose of determining assessed valuation are as follows:

Classifications Percentages		
a.	land	10%
b.	improvements for residential purposes	10%
c.	electric cooperative properties, excluding land	15%
d.	public service properties, excluding land	25%
e.	other property (including personal property)	15%

The legislature may enact laws defining electric cooperative properties and public service properties. (See R.S. 47:1851).

C. Use Value

1. Bona fide agricultural, horticultural, marsh and timberlands, as

defined by general law, shall be assessed for tax purposes at 10 percent of use value rather than fair market value. The legislature may provide by law similarly for buildings of historic architectural importance.

D. Valuation

1. Each assessor shall determine the fair market value of all property subject to taxation within his respective parish or district, except public service properties, which shall be valued at fair market value by the Louisiana Tax Commission or its successor. Each assessor shall determine the use value of property which is to be so assessed under the provisions of §101.C. Fair market value and use value of property shall be determined in accordance with criteria which shall be established by law and which shall apply uniformly throughout the state.

E. Review

1. The correctness of assessments by the assessor shall be subject to review first by the parish governing authority, then by the Louisiana Tax Commission or its successor, and finally by the courts, all in accordance with procedures established by law.

F. Homestead Exemptions

1. General Provisions

a. The Louisiana Constitution permits no other property tax exemptions except those provided in the Constitution.

b. The Constitution exempts to the extent of \$7,500 of assessed value:

i. The bona fide homestead, consisting of a tract of land or two or more tracts of land, even if the land is classified and assessed at use value, with a residence on one tract and a field, with or without timber on it, pasture, or garden on the other tract or tracts, not exceeding one hundred sixty acres, buildings and appurtenances, whether rural or urban, owned and occupied by any person or persons owning the property in indivision.

ii. The same homestead exemption shall also fully apply to the primary residence including a mobile home which serves as a bona fide home and which is owned and occupied by any person or persons owning the property in indivision, regardless of whether the homeowner owns the land upon which the home or mobile home is sited; however, this homestead exemption shall not apply to the land upon which such primary residence is sited if the homeowner does not own the land.

iii. The homestead exemption shall extend and apply fully to the surviving spouse or a former spouse when the homestead is occupied by the surviving spouse or a former spouse and title to it is in the name of:

(a). the surviving spouse as owner of any interest or either or both of the former spouses;

(b). the surviving spouse as usufructuary; or

(c). a testamentary trust established for the benefit of the surviving spouse and the descendants of the deceased spouse or surviving spouse, but not to more than one homestead owned by either the husband or wife, or both.

iv. The homestead exemption shall extend to property owned by a trust when the principal beneficiary or beneficiaries of the trust are the settlor or settlors of the trust and were the immediate prior owners of the homestead, and the homestead is occupied as such by a principal beneficiary. The provisions of this Subparagraph shall apply only to property which qualified for the homestead exemption immediately prior to transfer, conveyance, donation in trust, or which would have qualified for the homestead exemption if such property were not owned in trust.

v. The homestead exemption shall extend to property where the usufruct of the property has been granted to no more than two usufructaries who were the immediate prior owners of the homestead and the homestead is occupied as such by a usufructary. The provisions of this Subparagraph shall apply only to property which qualified for the homestead exemption immediately prior to the granting of such usufruct, or which would have qualified for the homestead exemption if such usufruct had not been granted.

c. The homestead exemption shall extend only to a natural person or persons and to a trust created by a natural person or persons, in which the beneficiaries of the trust are a natural person or persons provided that the provisions of this Paragraph are otherwise satisfied.

d. Except as otherwise provided for in this Paragraph, the homestead exemption shall apply to property owned in indivision, but shall be limited to the pro rata ownership interest of that person or persons occupying the homestead. For example, a person owning a fifty percent (50%) interest in property would be entitled to a homestead exemption of \$3,750 of the property's assessed value provided such person occupies the home.

e. No homestead exemption shall be granted on bond for deed property. However, any homestead exemption granted prior to June 20, 2003 on any property occupied upon the effective date of this Paragraph* by a buyer under a bond for deed contract shall remain valid as long as the circumstances giving rise to the exemption at the time the exemption was granted remains applicable. See Constitutional Article 7, §20.(A)(7).

f. In no event shall more than one homestead exemption extend or apply to any person in this state.

g. This exemption shall not extend to municipal taxes. However, the exemptions shall apply:

i. in Orleans Parish, to state, general city, school, levee, and levee district taxes; and

ii. to any municipal taxes levied for school purposes.

h. Homestead exemptions are allowable in any year in which the owner occupied the home prior to December 31st of that year.

i. Property owned by a partnership or corporation is not entitled to homestead exemption (Corporation: A.G.'s Opinion May 7, 1969, A.G.'s Opinion 1940-42, p. 4119; Partnership: A.G.'s Opinion 1936-38, p. 1044).

j. Purchase arrangement which does not transfer title does not give occupant entitlement to homestead exemption (Lease/purchase: A.G.'s Opinion 1940-42, p. 4110, and p. 4115; A.G.'s Opinion 1942-44, p. 1679; Bond for Deed: A.G.'s Opinion No. 87-345, May 12, 1987).

k. Any homestead receiving the homestead exemption that is damaged or destroyed during a disaster or emergency declared by the governor whose owner is unable to occupy the homestead on or before December thirty-first of a calendar year due to such damage or destruction shall be entitled to claim and keep the exemption by filing an annual affidavit of intent to return and reoccupy the homestead within five (5) years from December thirty-first of the year following the disaster with the assessor within the parish or district where such homestead is situated prior to December thirty-first of the year in which the exemption is claimed. In no event shall more than one homestead exemption extend or apply to any person in this state.

2. The purpose of this section is to partially implement the provisions of Article VII, Section 20(B) of the Constitution of Louisiana relative to the providing of tax relief to residential lessees in order to provide equitable tax relief similar to that granted to homeowners through homestead exemptions.

a. A residential lessee is defined as a person who owns and occupies a residence, including mobile homes, but does not own the land upon which the residence is situated.

b. A residential lessee shall be entitled to a credit against any ad valorem tax imposed relative to the residence property, in an amount equal to the amount of tax applicable on property with an assessed valuation of \$7,500 or the actual amount of tax, whichever is less, provided the residential lessee is not otherwise entitled to the homestead exemption (R.S. 47:1710).

3. Residence

a. Only one homestead exemption can be claimed. (A.G.'s Opinion 1942-44, p. 1660, A.G.'s Opinion 1942-44, p. 1678, A.G.'s Opinion 1940-42, p. 4117).

b. If other requirements are met, a person may be entitled to the exemption, even if the taxpayer is a citizen of another state or country (A.G.'s Opinion 1948-50, p. 729).

c. Taxpayer does not lose the exemption by temporary absence (A.G.'s Opinion 1948-50, p. 729).

d. State employee living in another parish does not lose his entitlement if he returns to occupy the property regularly (A.G.'s Opinion 1936-38, p. 1055), and does not rent the property to another (A.G.'s Opinion 1936-38, p. 1054).

e. Army officer required to live away from home who allows relatives to occupy the property rent free does not lose his homestead exemption (A.G.'s Opinion 1940-42, p. 4088).

f. Taxpayer who establishes a second residency for political purposes does not lose the homestead exemption on his first residence (A.G.'s Opinion 86-364, Oct. 17, 1986).

g. If part of a property is used as income producing property, the part occupied by the owner as a residence is exempt, the income producing part is not (portion of home used as a place of business is not exempt, A.G.'s Opinion 1940-42, p. 4129; A.G.'s Opinion 1934-36, p. 1144; rented half of double house not exempt, A.G.'s Opinion 1934-36, p. 1138).

h. When there is more than one tract with a residence on one and a field, pasture or garden on the other, tract must actually be used as a field, pasture or garden to be eligible for exemption, taxpayer must personally use the field, pasture or garden, and, if the tract is let out to another, it is not exempt (A.G.'s Opinion 1940-42, p. 1660).

G. Special Assessment Level

1. The assessment of residential property receiving the homestead exemption which is owned and occupied by any of the following and who meet all of the other requirements of this Section shall not be increased above the total assessment of that property for the first year that the owner qualifies for and receives the special assessment level provided that such person or persons remain qualified for and receive the special assessment level:

- a. people who are sixty-five (65) years of age or older;
- b. people who have a service-connected disability rating of fifty percent (50%) or more by the United States Department of Veterans Affairs;
- c. members of the armed forces of the United States or the Louisiana National Guard who owned and last occupied such property who are killed in action, or who are missing in action or are a prisoner of war for a period exceeding ninety (90) days; or
- d. any person or persons permanently totally disabled as determined by a final non-appealable judgment of a court or as certified by a state or federal administrative agency charged with the responsibility for making determinations regarding disability.

2. Any person or persons shall be prohibited from receiving the special assessment as provided in this Section if such person's or persons' adjusted gross income, for the year prior to the application for the special assessment, exceeds \$65,891 for tax year 2011 (2012 Orleans Parish). For persons applying for the special assessment whose filing status is married filing separately, the adjusted gross income for purposes of this Section shall be determined by combining the adjusted gross income on both federal tax returns.

3. An eligible owner shall apply for the special assessment level by filing a signed application establishing that the owner qualifies for the special assessment level with the assessor of the parish or, in the parish of Orleans, the assessor of the district where the property is located.

4. The special assessment level shall remain on the property as long as:

a. that owner, or that owner's surviving spouse who is fifty-five (55) years of age or older or who has minor children, remains the owner of the property;

i. the owner who has a service-connected disability of fifty percent (50%) or more, or that owner's surviving spouse who is forty-five (45) years of age or older or who has minor children, remains the owner of the property;

ii. the spouse of the owner who is killed in action remains the owner of the property;

iii. the first day of the tax year following the tax year in which an owner who was missing in action or was a prisoner of war for a period exceeding ninety (90) days is no longer missing in action or a prisoner of war; and

iv. even if the ownership interest of any surviving spouse or spouse of an owner who is missing in action as provided for in this Subparagraph is an interest in usufruct; and

b. the value of the property does not increase more than twenty-five percent (25%) because of construction or reconstruction.

5. A new or subsequent owner of the property may claim a special assessment level when eligible under this Section. The new owner is not necessarily entitled to the same special assessment level on the property as when that property was owned by the previous owner.

6. The special assessment level on property that is sold shall automatically expire on the last day of December in the year prior to the year that the property is sold. The property shall be immediately revalued at fair market value by the assessor and shall be assessed by the assessor on the assessment rolls in the year it was sold.

7. A usufructuary is entitled to the benefit of the special assessment level attained by the prior owner/occupant, provided that either,

a. the usufructuary is the owner's surviving spouse, occupying the house, who is fifty-five (55) years of age or older or who has minor children, and the value of the property does not increase more than twenty-five percent (25%) because of construction or reconstruction, or

b. the usufructuary is the immediate prior owner of the

homestead and the homestead is occupied by such usufructuary. A usufructuary is entitled to the special assessment level freeze if and when he or she qualifies independently.

8. The special assessment level, like the homestead exemption, should be applied to the extent of a homeowner's undivided interest in the occupied property.

9. Any owner entitled to the special assessment level set forth in this Paragraph who is unable to occupy the homestead on or before December thirty-first of a future calendar year due to damage or destruction of the homestead caused by a disaster or emergency declared by the governor shall be entitled to keep the special assessment level of the homestead prior to its damage or destruction on the repaired or rebuilt homestead provided the repaired or rebuilt homestead is reoccupied by the owner within five (5) years from December thirty-first of the year following the disaster. The assessed value of the land and buildings on which the homestead was located prior to its damage shall not be increased above its assessed value immediately prior to the damage or destruction described in this Subparagraph. If the property owner receives a homestead exemption on another homestead during the same five-year period, the damaged or destroyed property shall not be entitled to keep the special assessment level, and the land and buildings shall be assessed in that year at the percentage of fair market value set forth in this constitution. In addition, the owner must also maintain the homestead exemption set forth in Article VII, Section 20(A)(10) to qualify for the special assessment level in this Subparagraph.

AUTHORITY NOTE: Promulgated in accordance with the Louisiana Constitution of 1974, Article VII, §18 and §20(A)(10) and R.S. 47:1837.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended LR 15:1097 (December 1989), LR 16:1064 (December 1990), LR 17:611 (June 1991), LR 19:212 (February 1993), LR 20:198 (February 1994), LR 23:209 (February 1997), amended by the Department of Revenue, Tax Commission, LR 24:477 (March 1998), LR 25:320 (February 1999), LR 26:506 (March 2000), LR 31:700 (March 2005), LR 32:425 (March 2006), LR 32:440 (March 2006), LR 33:489 (March 2007), LR 33:502 (March 2007), LR 34:673 (April 2008), LR 35:492 (March 2009), LR 36:765 (April 2010), LR 37:

§103. Exempt Property

A. In addition to the homestead exemption provided for in Section 20 of Article VII of the constitution, the following property and no other shall be exempt from ad valorem taxation:

1. public lands; other public property used for public purposes;
2. property of a nonprofit corporation or association organized and operated exclusively for religious, dedicated places of burial, charitable, health, welfare,

fraternal, or educational purposes, no part of the net earnings of which inure to the benefit of any private shareholder or member and which is declared to be exempt from federal or state income tax;

a. medical equipment leased for a term exceeding five (5) years to such a nonprofit corporation or association which owns or operates a small, rural hospital and which uses the equipment solely for health care purposes at the hospital, provided that the property shall be exempt only during the term of the lease to such corporation or association, and further provided that "small, rural hospital" shall mean a hospital which meets all of the following criteria:

i. It has less than fifty (50) Medicare-licensed acute care beds; and

ii. it is located in a municipality with a population of less than ten thousand (10,000) which has been classified as an area with a shortage of health manpower by the United States Health Service.

3. property of a bona fide labor organization representing its members or affiliates in collective bargaining efforts; and

4. property of an organization such as a lodge or club organized for charitable and fraternal purposes and practicing the same, and property of a nonprofit corporation devoted to promoting trade, travel, and commerce, and also property of a trade, business, industry or professional society or association, if that property is owned by a nonprofit corporation or association.

a. The exemption should be allowed only if it is determined that the requesting organization has met all of the constitutional requirements for exemption. Assessors may request the following information from the taxpayer in order to make a determination of exemption:

i. completed LTC Form TC-80 Application for Exemption
– Real Estate Taxes;

ii. certified copy of the articles of incorporation of the organization;

iii. certified copy of the by-laws of the organization;

iv. copy of the Internal Revenue Service letter granting the organization tax-exempt status;

v. audited financial statements for the preceding three (3)

years, along with an affidavit from the organization's CPA and/or treasurer that the financial statements are true and correct;

vi. federal tax returns filed for the preceding three (3) years; and

vii. affidavit from the president or other duly appointed officer stating:

(a). the price paid for each share of stock issued by the organization for the past five (5) years;

(b). whether or not over the previous five (5) years any dividends have been paid or interest accrued on the value of the stock of the organization; and

(c). whether or not any part of the net earnings of the organization inure to the benefit of any member of the organization.

Note: See Louisiana Constitution of 1974, Article VII, Section 21.B, for specific conditions of authorization.

b. None of the property listed in §103.A.2, 3, and 4 shall be exempt if owned, operated, leased or used for commercial purposes unrelated to the exempt purposes of the corporation or association.

5. cash on hand or deposit;

6. stocks and bonds, except bank stocks, the tax on which shall be paid by the banking institution;

7. obligations secured by mortgage on property located in Louisiana and the notes or other evidence thereof;

8. loans by life insurance companies to policyholders, if secured solely by their policies;

9. the legal reserve of domestic life insurance companies;

10. loans by a homestead or building and loan association to its members, if secured solely by stock of the association;

11. debts due for merchandise or other articles of commerce or for services rendered;

12. obligations of the state or its political subdivisions;
13. personal property used in the home or on loan in a public place;
14. irrevocably dedicated places of burial held by individuals for purposes of burial of themselves or members of their families;
15. agricultural products while owned by the producer, agricultural machinery and other implements used exclusively for agricultural purposes (including crop dusting aircraft), animals on the farm, and property belonging to an agricultural fair association (also see R.S. 47:1707);
16. property used for cultural, Mardi Gras carnival, or civic activities and not operated for profit to the owners;
17. rights-of-way granted to the State Department of Highways (DOTD);
18. boats using gasoline as motor fuel;
19. commercial vessels used for gathering seafood for human consumption;
20. ships and oceangoing tugs, towboats and barges engaged in international trade and domiciled in Louisiana ports:
 - a. however, this exemption shall not apply to harbor, wharf, shed, and other port dues or to any vessel operated in the coastal trade of the states of the United States;
21. materials, boiler fuels, and energy sources used by public utilities to fuel the generation of electricity;
22. all incorporeal movables of any kind or nature whatsoever, except public service properties, bank stocks, and credit assessments on premiums written in Louisiana by insurance companies and loan and finance companies. (See Louisiana Civil Code of 1870, as amended, and R.S. 47:1709).

B. Also exempt are raw materials, goods, commodities, articles and personal property imported into this state from outside the states of the United States or, held in storage while in transit through this state which are moving in interstate commerce.

Note: See Louisiana Constitution, Article VII, Section 21.D; and, R.S. 47:1951.1, R.S. 47:1951.2 and R.S. 47:1951.3 for specific conditions of authorization.

1. Property described in §103.B, whether or not entitled to exemption, shall be reported to the proper taxing authorities on the forms required by law.

C. Motor vehicles used on the public highways of this state, from state, parish, municipal and special ad valorem taxes.

D. New manufacturing establishments and additions to existing manufacturing establishments to be granted tax exemptions by the State Board of Commerce and Industry, with the approval of the Governor, as authorized by Article VII, Section 21.F of the Louisiana Constitution of 1974.

E. Coal or lignite stockpiled in Louisiana for use in Louisiana for industrial or manufacturing purposes or for boiler fuel, gasification, feedstock, or process purposes.

F. Value of enhancements to certain structures located in downtown, historic, or economic development districts to be granted a limited exemption by the State Board of Commerce and Industry, if approved by the Governor and the local governing authority, as authorized by Article VII, Section 21.H of the Louisiana Constitution of 1974.

G. Goods held in inventory by distribution centers, to be granted tax exemptions by the parish economic development or governing authority, with the approval of each affected tax recipient body in the parish, as authorized by Article VII, Section 21.I of the Louisiana Constitution of 1974.

AUTHORITY NOTE: Promulgated in accordance with the Louisiana Constitution of 1974, Article VII, §21.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended LR 12:36 (January 1986), LR 15:1097 (December 1989), LR 17:1213 (December 1991), amended by the Department of Revenue, Tax Commission, LR 24:478 (March 1998), LR 32:426 (March 2006), LR 34: (March 2008).

§105. Constitutional Principles in Determination of Fair Market Value and Use of Reappraisal

A. The Louisiana Constitution establishes the basic principle in the following cases but, each case requires statutory clarification:

1. Fair market value shall be determined in accordance with criteria which shall be established by law and which shall apply uniformly throughout the state.

2. All property subject to taxation shall be reappraised and valued at intervals of not more than four years.

B. These are the constitutional principles upon which property taxation is based in the State of Louisiana.

AUTHORITY NOTE: Promulgated in accordance with the Louisiana Constitution of 1974, Article VII, §18.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended LR 15:1097 (December 1989).

§107. Statutory Guide for Property Taxation

A. The Revised Statutes, in accordance with the constitutional principles heretofore mentioned, provide additional standards and principles to be abided by in establishing the methods and procedures for taxing property.

B. The Louisiana Tax Commission must promulgate and adopt all rules and regulations pertaining to property taxation in accordance with R.S. 49:951 et seq. These statutes merely outline the procedures for publicizing and ultimately enacting or changing the rules and regulations pertaining to the taxation of property.

AUTHORITY NOTE: Promulgated in accordance with R.S. 49:951 through R.S. 49:968 (Administrative Procedure Act).

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended LR 15:1097 (December 1989).

§109. Fair Market Value Defined

A. Fair Market Value is the price for property which would be agreed upon between a willing and informed buyer and a willing and informed seller under usual and ordinary circumstances; it shall be the highest price estimated in terms of money which property will bring if exposed for sale on the open market with reasonable time allowed to find a purchaser who is buying with knowledge of all the uses and purposes to which the property is best adapted and for which it can be legally used.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:2321.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended LR 15:1097 (December 1989), amended by the Department of Revenue, Tax Commission, LR 34: (March 2008).

§111. Criteria for Determining Fair Market Value

A. The criteria for determining fair market value shall apply uniformly throughout the state. Uniform guidelines, procedures and rules and regulations as are necessary to implement said criteria shall be adopted by the Louisiana Tax Commission

only after public hearings held pursuant to the Administrative Procedure Act (R.S. 47:2323(A)).

B. Each assessor shall follow the uniform guidelines, procedures, and rules and regulations within his respective parish or district in determining fair market value of all property subject to taxation. Any manual or manuals used by an assessor shall be subject to approval by the Louisiana Tax Commission or its successor agency (R.S. 47:2323(B)).

C. The fair market value of real and personal property shall be determined by the following generally recognized appraisal procedures: the market approach, the cost approach, and/or the income approach.

1. In utilizing the market approach, the assessor shall use an appraisal technique in which the market value estimate is predicated upon prices paid in actual market transaction and current listings.

2. In utilizing the cost approach, the assessor shall use a method in which the value of a property is derived by estimating the replacement or reproduction cost of the property; deducting therefrom the estimated depreciation; and then adding the market value of the land, if any.

3. In utilizing the income approach, the assessor shall use an appraisal technique in which the anticipated net income is processed to indicate the capital amount of the investment which produces the net income (R.S. 47:2323).

Note: See Definitions, Chapter 3, Section 301, for the appropriate use of these approaches.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:2323.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended LR 10:920 (November 1984), LR 15:1097 (December 1989), LR 16:1063 (December 1990), LR 20:198 (February 1994).

§113. Assessments: General Information

A. Assessment date. Assessments shall be made on the basis of the condition of things existing on the first day of January of each year. For purposes of determining exemptions in Orleans Parish, the status of property as of August 1 of each year shall be determinative.

B. Domicile. All property subject to taxation, including merchandise or stock in trade, shall be placed upon the assessment lists in the respective parishes or districts where situated. Personal property acquires a situs at the domicile of the holder or owner,

but tangible personal property used continuously in any other taxing district may acquire a tax situs there.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1703(B) and R.S. 47:1952.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended LR 10:921 (November 1984), LR 15:1097 (December 1989), LR 16:1063 (December 1990), amended by the Department of Revenue, Tax Commission, LR 34: (March 2008).

§114. Property Defined

A. Property--includes every form, character and kind of property, real, personal and mixed, tangible and intangible, corporeal and incorporeal, and every share, right, title or interest in such property (R.S. 47:1702).

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1702.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 15:1097 (December 1989).

§115. Real Property Defined

A. Real Estate or Immovable Property--includes not only land, city, town and village lots, but all things thereunto pertaining, and all structures and other appurtenances thereto, as pass to the vendee by the conveyance of the land or lot (R.S. 47:1702).

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1702.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended LR 10:921 (November 1984), LR 15:1097 (December 1989).

§117. Personal Property Defined

A. Personal Property or Movable Property--includes all things other than real estate which have any pecuniary value, all moneys, credits, investments in bonds, stocks, franchises, shares in joint stock companies or otherwise (R.S. 47:1702 and R.S. 47:2322).

B. Personal property shall mean tangible property that is capable of being moved or removed from real property without substantial damage to the property itself or the real property from which it is capable of being removed. Personal property shall include, but not necessarily be limited to, inventory, furniture, fixtures, machinery and

equipment, and all process and manufacturing machinery and equipment, including the foundation therefore (R.S. 47:2322).

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1702 and R.S. 47:2322.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended LR 10:921 (November 1984), LR 15:1097 (December 1989).

§118. Data Collection By The Assessor

A. The assessor may use self-reporting forms, as approved and adopted by the Louisiana Tax Commission or its successors, to gather data necessary to determine fair market value. A self-reporting form shall be returned to the assessor by the first day of April, or 45 days after receipt, whichever is later.

B. By failing to file a report when it is due, a property owner loses the right to appeal the appraisal by the assessor (R.S. 47:2329). If the failure to file is intentional, a penalty of 10 percent of the tax due shall be imposed (R.S. 47:2330(A)). If a taxpayer files a false report with the intent to defraud, a penalty of 10 percent of the tax due shall be imposed.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:2324, R.S. 47:2329 and R.S. 47:2330.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 15:1097 (December 1989), amended LR 16:1063 (December 1990), amended by the Department of Revenue, Tax Commission, LR 34: (March 2008).

§119. Forms

A. Forms for use in reporting personal property including, but not limited to, inventory, furniture and fixtures, machinery and equipment, and other taxable property, shall be approved and adopted by the Louisiana Tax Commission or its successor after adequate public notice and hearing held pursuant to the Administrative Procedure Act.

1. Such forms and the rules and regulations necessary for their administration shall be applicable throughout the state and shall be applied uniformly upon similar types of property (R.S. 47:2326).

2. Forms filed by a taxpayer with an assessor to assist in his determination of fair market value are confidential (R.S. 47:2327).

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:2324 through R.S. 47:2327.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended LR 10:921 (November 1984), LR 15:1097 (December 1989).

§121. Reappraisal

A. Real property, as defined in R.S. 47:2322, shall be reappraised and reassessed at least every four years.

B. Personal property, as defined in R.S. 47:2322, shall be reappraised and reassessed every year.

C. Incorporeal real or immovable property, as defined in R.S. 47:2322 and R.S. 47:1702, shall be reappraised and reassessed at least every four years.

D. Taxable intangible public service properties, bank stocks, and credit assessments on premiums written in Louisiana by insurance companies and loan and finance companies, per R.S. 47:1709 or incorporeal personal or movable property, as defined in R.S. 47:1702, shall be reappraised and reassessed every year.

E. Public service property, as defined in R.S. 47:1851, shall be reassessed every year.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:2331.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended LR 10:921 (November 1984), LR 15:1097 (December 1989), LR 16:1063 (December 1990), amended by the Department of Revenue, Tax Commission, LR 34: (March 2008).

§123. Statutes Pertaining to Specific Personal Property

A. Listing and Assessing of Notes and Indebtedness

1. All credits, including open accounts, bills receivable, judgments and all promissory notes, not exempt, shall be assessed at the personal property ratio. Valuation shall be at an average of the capital employed in the business after deduction from accounts payable, bills payable and other liabilities of a similar character, not exempt. Liabilities due from branches or subsidiaries shall not be deducted (R.S. 47:1962).

2. Indebtedness and all evidence of indebtedness, shall be taxable only at the situs and domicile of the holder or owner thereof (R.S. 47:1952).

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1952 and R.S.

47:1962.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended LR 10:921 (November 1984), LR 15:1097 (December 1989), amended by the Department of Revenue, Tax Commission, LR 24:479 (March 1998).

§125. Statutes Pertaining to Specific Real Property

A. Timeshare property shall be assessed as a single entity unless the property is subject to the Louisiana Condominium Act. The statute further provides that the managing entity shall have the responsibility for collecting and paying the taxes. Further, a timeshare unit subject to a condominium declaration shall not exceed the assessed value of non-timesharing condominium units, apartments or other accommodation (R.S. 9:1131.9).

AUTHORITY NOTE: Promulgated in accordance with R.S. 9:1131.9.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended LR 10:922 (November 1984), LR 15:1097 (December 1989).

Chapter 2. Policies and Procedures for Assessment and Change Order Practices

§201. Introduction

A. The Louisiana Tax Commission (LTC) is Constitutionally and statutorily required to aid, assist, and supervise assessors in the administration of ad valorem taxation. The LTC shall also administer and enforce all laws related to the state supervision of local property tax assessments and the assessments of public service, bank stock, and insurance company properties.

B. In order to promote effective performance and compliance with the requirements of the Constitution and laws of the state, the LTC shall issue and, from time to time, may amend or revise rules and regulations containing minimum standards of assessment and appraisal performance standards and devise necessary forms to enforce a uniform statewide system for the preparation of assessment lists, tax rolls, and assessment changes to the tax rolls.

C. The Policies and Procedures for Assessment and Change Order Practices are intended as a support manual to the existing laws of Louisiana and the existing LTC Real/Personal Property Rules and Regulations, and as each may be amended in the future relative to legislative action and Constitutional Amendment.

AUTHORITY NOTE: Promulgated in accordance with the Louisiana Constitution of 1974, Article VII, Section 18(E) and R.S. 47:1837.

HISTORICAL NOTE: Promulgated by the Department of Revenue, Tax Commission, LR 31:700 (March 2005).

§203. Change Orders

A. General Provision

1. Assessors' offices shall submit to the LTC, change orders to correct errors and omissions in the tax rolls of the appropriate parish.

2. A change shall be submitted via LTC website (www.latax.state.la.us).

3. All change requests shall comply with Louisiana Law and the Real/Personal Property Rules and Regulations of the LTC.

4. All change orders shall require that the actual physical address of the property be identified. In the event that there is no actual physical street

5. address, the assessor's office shall furnish the street/highway location and a brief location description.

6. Change order batches should not exceed a total of fifty (50) change order requests, in order to facilitate speedy transmission.

7. Change orders will be subject to audit by the LTC and/or Legislative Auditor to verify statewide assessment procedures are in compliance with state law.

8. All change order requests should be submitted to the LTC no later than Thursday noon of each week.

9. All change order requests shall be reviewed by LTC staff for approval or denial by the commission at their regularly scheduled Open Meetings.

10. All change order requests via the Louisiana Tax Commission (LTC) website filing shall be subject to the provisions of Title 47, Sections 1835, 1966, 1990, and/or 1991.

B. Form of the Change Orders

1. LTC website change order system requests shall comply with the Louisiana State Tax Commission Electronic Change Order Export Specifications. These specifications can be found on the LTC website at www.latax.state.la.us.

a. Each parish assessors' office shall be identified by their Federal Information Processing Standards (FIPS) Parish identification code.

b. All export data submitted to the LTC shall require utilization of the standard format currently posted on the LTC's website. Any parish that imports an individual parish change order data batch into the LTC's website must adhere to the LTC's format specifications.

c. Each parish will contact the LTC's change order supervisor to set up their individual parish Login Name and Password. The chosen parish password should be confidentially guarded to protect the integrity of each parish's change order system.

C. Required content of all Change Orders.

1. All change orders shall include the following:

a. Enumerated Reason for the Change Order as provided in all regulations of the LTC.

b. Specifications identified and described in the LTC Electronic Change Order Export Specifications download file. (SEE: Rule 201.3.b above)

c. Physical Address of the Property – including full numerical street address with applicable zip code. If vacant land – street/highway and brief location description must be provided.

D. Reasons for Change Orders. (Refer to website for list of reasons)

1. All Change Orders submitted shall delineate one of the following reasons:

a. Adjudicated to Parish Date adjudicated:

b. Adjudicated to City of: (municipality) Date adjudicated:

c. Exempt Non-profit organization – Application filed/exclusive use verified.
Category: Acquisition Date:

d. Homestead Exemption – Assessor's Office error.
Acquisition Date: Occupancy Date:

e. Homestead Exemption – Taxpayer application.
Acquisition Date: Occupancy Date:

f. Special Assessment (over 65) Freeze.
Land: Improvement:

g. Improvement – Cancel. Dual to Assessment No.
(provide no.)

h. Improvement – Cancel/Not taxable. Reason:

i. Improvement – Decrease value, error in square feet and/or classification calculation.

j. Improvement – Increase value, error in square feet and/or classification calculation.

k. Improvement – Taxpayer appraisal – Assessor concurs.

- l. Industrial Exemption – Exempt Roll.
Contract No. Improvement: Personal Property:
- m. Industrial Exemption – Expired.
Contract No. Expiration Date:
- n. Land – Cancel. Dual to Assessment No.
(provide no.)
- o. Land – Decrease value. Reason:
- p. Land – Increase value. Reason:
- q. Personal Property – Cancel. Business closed prior to
January 1st (August 1st – Orleans Parish)
- r. Personal Property – Taxpayer provided additional
information.
- s. Personal Property – Assessor’s Office error.
Reason:
- t. Public Property – Property donated or sold to a bona fide
exempt public entity.
Donation or Sale Date:
- u. Public Property – Leased or rented to non-public party.
Date of Lease: Term of Lease:
- v. Redemption – Removed from adjudication roll.
Date Redeemed:
- w. Redemption – Taxpayer redeemed from tax sale.
Date Redeemed:
- x. Use Value – Allow under category:
No. of acres:
- y. Use Value – Change classification category to: No. of
acres:
- z. Use Value – Remove, no longer qualifies or sold for four
(4) times use value determination.
- aa. Other – Reason:

2. The LTC change order reasons list is subject to periodic revision, as may be deemed necessary.

AUTHORITY NOTE: Promulgated in accordance with the Louisiana Constitution of 1974, Article VII, Section 20. (A)(1); R.S. 47:1703, R.S. 47:1703A., R.S. 47:1703.1.B., R.S. 47:1835, R.S. 47:1837, R.S. 47:1952, R.S. 47:1966, R.S. 47:1990, and R.S. 47:1991.

HISTORICAL NOTE: Promulgated by the Department of Revenue, Tax Commission, LR 31:700 (March 2005), LR 32: (March 2006).

§205. Property not entitled to Homestead Exemption

AUTHORITY NOTE: Promulgated in accordance with the Louisiana Constitution of 1974, Article VII, Sections 20 and 21, Section 20(A)(1) and Section 20(A)(2), LTC Title 61, Chapter 35, Rule 3503.A.2.c. and Rule 3503.D.8., R.S. 47:1837, R.S. 47:2301, R.S. 47:2302, R.S. 47:2303, R.S. 47:2307, and R.S. 47:2307.C(2).

HISTORICAL NOTE: Promulgated by the Department of Revenue, Tax Commission, LR 31:701 (March 2005), repealed by the Department of Revenue, Tax Commission, LR 32: (March 2006).

§207. Use Value Properties

A. Assessors shall confirm eligibility of Use Value properties and list the properties indicating its use value classification, number of acres (by each classification), and a physical address (or clear directions to property) to enable the LTC staff appraisers to locate, if deemed necessary.

B. To be eligible for Use Value assessment classification, the property must be bona fide agricultural, horticultural, marsh or timberland and assessed at its use value under the provisions of Article VII, Section 18(C) of the Louisiana Constitution of 1974. Use value properties must meet the definition of bona fide agricultural, horticultural, marsh or timberland as described in R.S. 47:2301 (“Use value of bona fide agricultural, horticultural and timberland means the highest value of such land when used by a prudent agricultural, horticultural or timber operator for the sole purpose of continuing the operation, as a commercial agricultural, horticultural or timber use.” R.S. 47:2302 “land devoted to the production for sale, in reasonable commercial quantities” or in the case of timber land “timberland under a contract with a state or federal agency restricting its use for timber production,” and further requirements are:

1. At least three (3) acres in size (no rounding up to achieve this acreage requirement), or have produced an average gross annual income of at least two thousand (\$2,000) dollars in one or more of the designated classifications for the four (4) proceeding years, per R.S. 47:2303.A; and

2. The landowner has signed an agreement that the land will be devoted to one or more of the designated uses as defined in R.S. 47:2304.

3. Taxpayer shall sign a use value application, which shall be considered permanent (except the parishes of Orleans and Jefferson, which require that the taxpayer shall sign a use value application at least every four (4) years), per R.S. 47:2304 B.(1); except that in the event of a sale of the property, the purchaser must sign a new application within sixty (60) days from date of the sale.

4. Loss of eligibility – If land having a use value assessment is sold for a price four (4) times greater than its use value, the land shall be presumed to be no longer eligible to be classified as bona fide agricultural, horticultural, marsh or timberland. Some legislative provisions are further identified in R.S. 47:2305.

5. If the land ceases to meet the use value eligibility requirements, the taxpayer is statutorily responsible for notifying the assessor where the property is located within sixty (60) days following the effective date of loss of eligibility.

6. In the event that the landowner obtains a use value assessment by means of false certifications on his application, or fails to timely notify the assessor of loss of eligibility for use value assessment, he shall be liable for a penalty equal to five (5) times the difference between the tax under a Market Value assessment and the tax under a Use Value assessment for the tax years in which the use value assessment was attributable to the false certifications or failure to timely notify the assessor of loss of eligibility (R.S. 47:2306).

AUTHORITY NOTE: Promulgated in accordance with the Louisiana Constitution of 1974, Article VII, Section 18(C), R.S. 47:1837 and R.S. 47:2301, et seq.

HISTORICAL NOTE: Promulgated by the Department of Revenue, Tax Commission, LR 31:702 (March 2005).

§209. Non-profit Organizations

A. All assessors' offices shall furnish an Application For Exemption – Real Estate Taxes to any organization wishing to apply for ad valorem exemptions provided for in Constitution, Article VII, Section 21.B and obtain all necessary supporting documents from the applicant in order to determine the exemption eligibility.

B. The assessors' offices shall review and determine whether the organization complies with the exclusive use requirement mandated by Constitution, Article VII, Section 21.B.

AUTHORITY NOTE: Promulgated in accordance with the Louisiana Constitution of 1974, Article VII, Section 21.B and R.S. 47:1837.

HISTORICAL NOTE: Promulgated by the Department of Revenue, Tax Commission, LR 31:702 (March 2005).

§211. Industrial Exemption Properties

A. All property of manufacturing establishments with contracts for the exemption from ad valorem taxes with the State Board of Commerce and Industry or its successor, with the approval of the governor and administered by the Department of Economic Development (DED), shall be listed on the parish exempt rolls, until such time as the exempted contract has expired or is terminated.

B. Assessors' offices shall review all Industrial Exemption applications and DED contracts issued to determine proper exempt status for ad valorem taxation purposes.

1. If an assessor determines that any portion of an Industrial Exemption is not eligible for ad valorem tax exemption, pursuant to Article VII, Section 21(F) of the Louisiana Constitution of 1974 and rules of the Industrial Tax Exemption Program, the assessor shall informally address concerns to the DED Manager of the Industrial Tax Exemption Program. If informal communication does not satisfactorily answer the assessor's concerns, formal notice shall immediately be submitted to DED, with written ineligibility reasons given.

2. All contract status reports submitted to the assessors' offices by DED and the taxpayer's annual LAT 5-A reports shall be reviewed for accuracy. Any inaccuracies noted shall be reported, in writing, to DED immediately upon discovery.

3. Assessors' offices shall review and confirm contract expiration dates and immediately notify DED, in writing, of any disparity identified.

4. If any exempted manufacturing business is determined to have ceased its operations (business closed) during a contracted exemption period, the assessors' office should provide notice to DED of such cessation.

5. Assessors are urged to obtain rules for the Industrial Tax Exemption Program available at www.lded.state.la.us/come-to-louisiana/business-resources/state-business-incentives/industrial-tax-exemption-program.aspx or by contacting DED's Business Incentives Division.

AUTHORITY NOTE: Promulgated in accordance with the Louisiana Constitution of 1974, Article VII, Section 21(F), R.S. 47:1837, R.S. 47:4301, et seq.

HISTORICAL NOTE: Promulgated by the Department of Revenue, Tax Commission, LR 31:702 (March 2005), LR 32:427 (March 2006), LR 34: (March 2008).

§213. Assessment Policies and Procedures

A. All property within the State of Louisiana shall be assessed at Fair Market Value or Use Value, as the law provides, and either placed on the regular tax rolls, exempt rolls, or adjudicated tax rolls.

B. Assessors shall value property at 100% Fair Market Value and then assessed valuations shall be determined per the percentage classification requirements of the Constitution, Article VII, Section 18(B).

C. All property shall be reappraised and valued in accordance with the Constitution at intervals of not more than four years. This quadrennial cycle reappraisal date is determined by the LTC.

D. The assessors' office may reappraise property based on property transfers more often than every four years, if transfers indicate that property in all or a part of the assessing district, or within a certain classification, was appraised inaccurately or was not uniformly appraised during the prior reappraisal. However, the reappraisal shall not be applied on a parcel by parcel basis, but rather, across the board in a given geographical area. Values determined from recent transfers would then be indexed to the date of the last reappraisal date.

E. The assessors shall submit applicable reporting forms to all taxpayers located within their parish, whether taxable or exempt, to ensure equity and uniformity in the assessment and valuation of all properties utilizing proper reporting data. If a taxpayer fails to report or files a false report, the assessors should apply those penalties provided for in state law.

F. Allowable methodology sources for assessors to obtain property information includes, but is not limited to:

1. Aerial photography
2. Building permits
3. CAMA and/or mapping records
4. Conveyance records
5. City directories
6. Deed Fax records

7. Demolition permits
8. Inspection of books and accounts of taxpayers
9. Insurance liability policy levels
10. Legal news publications
11. Newspaper publications
12. 911 Emergency Response System records
13. Occupational licenses
14. Occupancy permits
15. Physical Inspections
16. Real estate firms – multiple listings reports
17. Taxpayer reports, using proper forms
18. Utility records
19. Voter registrations

AUTHORITY NOTE: Promulgated in accordance with the Louisiana Constitution of 1974, Article VII, Section 18, et seq., R.S. 47:1703, R.S. 47:1703.1, R.S. 47:1703.C., R.S. 47:1837, R.S. 47:1951, et seq., R.S. 47:1952, R.S. 47:1953, R.S. 47:1955, R.S. 47:1956, R.S. 47:1957, R.S. 47:1959, R.S. 47:1961, R.S. 47:1971, R.S. 47:1972, R.S. 47:2306, R.S. 47:2323, R.S. 47:2324; R.S. 47:2325, R.S. 47:2329, R.S. 47:2330, and R.S. 47:2331.

HISTORICAL NOTE: Promulgated by the Department of Revenue, Tax Commission, LR 31:703 (March 2005), LR 34: (March 2008).

Chapter 3. Real and Personal Property

§301. Definitions

Composite Multiplier - a factor obtained by multiplying the cost index for the base year times percent good.

Depreciation – loss in value due to any cause. When the cost approach is used, depreciation is the difference between the value of a structural improvement or piece of equipment and its reproduction or replacement cost as of the date of valuation.

Economic Life - the normal useful life of the property as experienced by a particular business or industry.

Economic Obsolescence - loss in value due to causes outside the property and independent of it, and not included in physical deterioration.

Effective Age of a Property - its age compared with other properties performing like functions. It is the actual age less the age which has been taken off by facelifting, structural reconstruction, removal of functional inadequacies, modernization of equipment, etc. It is an age which reflects a true remaining life for the property, taking into account the typical life expectancy of buildings or equipment of its class and usage. It is a matter of judgment, taking all factors into consideration.

Extended Life Expectancy - the increased life expectancy due to seasoning and proven ability to exist. Just as a person will have a total normal life expectancy at birth which increases as he grows older, so it is with structures and equipment.

Fair Market Value - the price for property which would be agreed upon between a willing and informed buyer and a willing and informed seller under usual and ordinary circumstances; it shall be the highest price estimated in terms of money which property will bring if exposed for sale on the open market with reasonable time allowed to find a purchaser who is buying with knowledge of all the uses and purposes to which the property is best adapted and for which it can be legally used.

Functional Obsolescence – loss in value due to lack of utility or desirability of part or all the property, inherent to the improvement or equipment. Thus a new structure or piece of equipment may suffer functional obsolescence.

Inventory - raw materials, work in process, finished goods or supplies.

Non-Operating or Non-Utility Property - property owned by a public service company used for purposes other than the normal operation of that public service company. See §2901, Public Service Properties section for further details.

Percent Good – equals 100 percent less the percentage of cost represented by depreciation. It is the present value of the structure or equipment at the time of appraisal, divided by its replacement cost.

Physical Depreciation – loss in value due to physical deterioration.

Remaining Life - the normal remaining life expectation. It is the length of time the structure or equipment may be expected to continue to perform its function economically.

Rules and Regulations of the Tax Commission - guidelines and procedures adopted which establish criteria to be applied uniformly in determining fair market value, use value and/or assessed value as stated in the section applicable to a particular type or class of property.

1. Nothing adopted as a rule or regulation of the Tax Commission can supersede the constitutional directive that property be appraised at fair market value or use value as defined by law.

Three Approaches to Value

1. Market Approach: When using the market approach, the assessor shall estimate the value of property based on sales of comparable property in an arms length transaction under usual and ordinary circumstances. It can be used when there is an active market in property similar in type, quality and condition.

a. Allocation of the purchase price by the purchaser among items purchased in a single sale or among elements of a single property does not prove the fair market value of that item or element.

2. Cost Approach: In the absence of an active market, yielding comparable and reliable data, which can be used in determining market value, use of the cost approach as provided herein is the best approach.

3. Income Approach: When using the income approach, net income is capitalized at an appropriate rate to determine its value. In assessment of tangible personal property, it is suitable for assessing items which are commonly leased, or the income from which is subject to government regulation or items the income from which can otherwise be reliably identified. The income approach is generally unreliable in assessing other personal property.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837, R.S. 47:1853 and R.S. 47:2323.

HISTORICAL NOTE: Promulgated by the Louisiana Tax Commission, LR 3:77 (February 1977), amended by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), LR 10:16 (January 1984), LR 13:763 (December

1987), LR 16:1063 (December 1990), amended by the Department of Revenue, Tax Commission, LR 32:427 (March 2006).

Chapter 3. Real and Personal Property

§303. Real Property

A. In making appraisals of residential, commercial and industrial land and improvements, the assessors shall use the three nationally recognized approaches to value, those being cost, income and market, where each is applicable.

1. When applying the cost approach, each assessor shall be responsible for obtaining and keeping an updated (1) Residential Cost Handbook and (2) Marshall Valuation Service, published by Marshall and Swift, and shall use the building cost index and local multipliers as of the assessment valuation date.

2. The market approach may be used in appraisals of improvements and/or land. The income approach may be used in appraisals of improvements and/or land in use. The cost approach may be used only in appraisals of improvements.

B. The following procedure shall be used for assessing, listing and placing transferred property and property upon which improvements have been made after the date of the reappraisal as set by the Tax Commission:

1. Improvements shall be added to the rolls based upon the condition of things existing on January 1 of each year (except Orleans Parish). New improvements for Orleans Parish shall be added to the next year's tax roll, based upon the condition of things existing on August 1 of each year. Value of the improvements will be indexed to the date of the last reappraisal.

2. The assessor may reappraise property based on property transfers more often than every four years, if transfers indicate that property in all or a part of the assessing district, or within a certain classification, was appraised inaccurately or was not uniformly appraised during the prior reappraisal. However, the reappraisal shall not be applied on a parcel by parcel basis, but rather, across the board in a given geographical area. Values determined from recent transfers would then be indexed to the date of the last reappraisal.

C. In assessing affordable rental housing, the income approach is recommended. As defined in this Section, "affordable rental housing" means residential housing consisting of one or more rental units, the construction and/or rental of which is subject to Section 42 of the Internal Revenue Code (26 USC 42), the Home Investment Partnership Program under the Cranston-Gonzalez National Affordable Housing Act (42 USC 12741 et seq.), the Federal Home Loan Banks Affordable Housing Program established pursuant to the Financial Institutions Reform, Recovery and Enforcement Act (FIRREA) of 1989 (Public Law 101-73), or any other federal, state or similar program intended to provide affordable housing to persons of low or moderate income and the

occupancy and maximum rental rates of such housing are restricted based on the income of the persons occupying such housing.

1. Audited financial statements shall be submitted to the assessor as an attachment to the LAT filing, or as soon thereafter as practicable, but no later than the last date that the assessment lists are open for public inspection each year pursuant to Louisiana R.S. 47:1992. For properties under construction and newly constructed property prior to the first full year of operation, the owner shall provide net operating income based on projected or pro-forma operating income and expense information.

2. The capitalization rate shall be set by the Louisiana Tax Commission in conjunction with their Rulemaking Session.

a. It is recommended that the capitalization rate for affordable rental housing properties categorized as Second-Tier be 7.5%, increased by the effective tax rate, and it is recommended that the capitalization rate for affordable rental housing properties categorized as Third-Tier be 8.5%, increased by the effective tax rate. The Tiers are as established and defined by the Real Estate Research Corporation for Apartment Investment Properties. These capitalization rates shall remain in effect until modified by the Louisiana Tax Commission in accordance with its Rulemaking authority.

D. The Louisiana Tax Commission has ordered all property to be reappraised for the 2008 tax year in all parishes. All property is to be valued as of January 1, 2007.

E. The annual ratio studies of the Tax Commission will be indexed to the date of the last reappraisal.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837 and R.S. 47:2323.

HISTORICAL NOTE: Promulgated by the Louisiana Tax Commission, LR 7:44 (February 1981), amended by the Department of Revenue and Taxation, Tax Commission, LR 9:69 (February 1983), LR 12:36 (January 1986), LR 13:764 (December 1987), LR 16:1063 (December 1990), LR 17:611 (June 1991), LR 21:186 (February 1995), amended by the Department of Revenue, Tax Commission, LR 25:312 (February 1999), LR 26:506 (March 2000), LR 29:367 (March 2003), LR 30:487 (March 2004), LR 34:678 (April 2008), LR 35:492 (March 2009), LR 36: (March 2010).

Chapter 3. Real and Personal Property

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§304. Electronic Change Order Specifications, Property Classifications Standards and Electronic Tax Roll Export Specifications

A. Electronic Change Order Specifications

Notes: Programmer must allow for all fields listed below, whether they have values or not. The tilde (~) will be used as the delimiter for character data and the comma (,) will be used as the field delimiter. (See *examples*) It is not necessary to use spaces between commas that contain no data. Each record is a line in the ASCII text file and must have a carriage return and line feed at the end of each line.

Please Note: Please contact the Louisiana Tax Commission (225) 925-7830 Extension 212 or the Tax Commission's web site www.latax.state.la.us/download.asp for the latest specifications before creating the files listed below.

CHANGE ORDER INFORMATION

FIELD NAME	FIELD TYPE	FIELD LENGTH	REQUIRED	COMMENTS
tax_year	Numeric	4	Yes	Tax year submitting (ex. 2000,2001,2002,2003,2004, 2005)
Fips_code	Numeric	5	Yes	Parish identification number. FIPS table furnished (See FIPS table.)
Assessment_no	Character	20	Yes	Assessment number.
Ward	Character	3	Yes	Ward identification number.
Assessor_ref_no	Character	15	No	Assessor's Change Order reference item number assigned by the Assessor's staff.
Place_fips	Numeric	5	Yes	FIPS Place Code of Ward or Municipality. (See FIPS table.)
Parcel_address	Character	50	No	Parcel, Physical or E911 Address of property location.
Assessment_type	Character	2	Yes	"RE" = Real Estate, "PP" = Personal Property, "PS" = Public Service
Assessment_status	Character	2	Yes	"AC" = Active, "AJ" = Adjudicated, "EX" = Exempt/Tax Free
Homestead_exempt	Numeric	1	Yes	0 = None (Default), 1 = Homestead Exemption, 2 = Over 65 Freeze
Homestead_percent	Numeric	3	Yes	Homestead Exemption percentage to be applied to assessment. (Format: 100 = 100% - Default)
Restoration_tax_expm t	Character	1	Yes	Restoration Tax Abatements of historical property. "N" = No (Default), "Y" = Yes
Taxpayer_name	Character	50	Yes	Taxpayer's name. (Format: Last, First or Company Name)
contact_name	Character	50	No	Contact's name for corporate taxpayers or C/O accounts.
taxpayer_addr1	Character	40	Yes	Taxpayer's address line 1.
taxpayer_addr2	Character	40	Yes	Taxpayer's address line 2.
taxpayer_addr3	Character	40	No	Taxpayer's address line 3.
tc_fee_pd	Character	1	No	Tax Commission fee paid. "N" = No (Default), "Y" = Yes
reason	Character	100	Yes	Reason for requesting change order. (See LTC Reasons List.)
check_no	Character	10	No	Check number if Tax Commission fee is due.
check_amount	Numeric	6	No	Check amount if Tax Commission fee is due.

FIELD NAME	FIELD TYPE	FIELD LENGTH	REQUIRED	COMMENTS
ltc_sub_class_old1	Character	4	Yes	Old LTC Property Sub-Class Code of item 1. (See LTC Property Class Code Listings. Assessor's property classification codes can be used in lieu of the Tax Commission's Property Classification Codes until Tax Year 2006 [Orleans 2007].)
ltc_sub_class_new1	Character	4	Yes	New LTC Property Sub-Class Code of item 1. (See LTC Property Class Code Listings. Assessor's property classification codes can be used in lieu of the Tax Commission's Property Classification Codes until Tax Year 2006 [Orleans 2007].)
quantity_old1	Numeric	6	Yes	Old quantity of item 1 in Front Feet, Square Feet, Lot(s), Acre(s) or Improvement(s).
quantity_new1	Numeric	6	Yes	New quantity of item 1 in Front Feet, Square Feet, Lot(s), Acre(s) or Improvement(s).
units_old1	Character	1	Yes	Old unit of measure for item 1. (Format: "F" = Front Feet, "S" = Square Feet, "L" = Lots, "A" = Acres, "I" = Improvements for Real Property)
units_new1	Character	1	Yes	New unit of measure for item 1. (Format: "F" = Front Feet, "S" = Square Feet, "L" = Lots, "A" = Acres, "I" = Improvements for Real Property)
other_exempt_old1	Numeric	1	Yes	Old status of any special exemptions to be applied to item 1. 0 = None (Default), 1 = Commerce/Industry (Ten Year Exemption), 2 = Agricultural, 3 = Institutional
other_exempt_new1	Numeric	1	Yes	New status of any special exemptions to be applied to item 1. 0 = None (Default), 1 = Commerce/Industry (Ten Year Exemption), 2 = Agricultural, 3 = Institutional
value_old_total1	Numeric	10	Yes	Old total assessed value of property class item 1.
value_new_total1	Numeric	10	Yes	New total assessed value of property class item 1.
value_old_hs1	Numeric	4	Yes	Old homestead credit of property class item 1.
value_new_hs1	Numeric	4	Yes	New homestead credit of property class item 1.
value_old_tp1	Numeric	9	Yes	Old taxpayer's share of assessed value of property class item 1.
value_new_tp1	Numeric	9	Yes	New taxpayer's share of assessed value of property class item 1.
ltc_sub_class_old2	Character	4	No	Old LTC Property Sub-Class Code of item 2. (See LTC Property Class Code Listings. Assessor's property classification codes can be used in lieu of the Tax Commission's Property Classification Codes until Tax Year 2006 [Orleans 2007].)
ltc_sub_class_new2	Character	4	No	New LTC Property Sub-Class Code of item 2. (See LTC Property Class Code Listings. Assessor's property classification codes can be used in lieu of the Tax Commission's Property Classification Codes until Tax Year 2006 [Orleans 2007].)
quantity_old2	Numeric	6	No	Old quantity of item 2 in Front Feet, Square Feet, Lot(s), Acre(s) or Improvement(s).
quantity_new2	Numeric	6	No	New quantity of item 2 in Front Feet, Square Feet, Lot(s), Acre(s) or Improvement(s).
units_old2	Character	1	No	Old unit of measure for item 1. (Format: "F" = Front Feet, "S" = Square Feet, "L" = Lots, "A" = Acres, "I" = Improvements for Real Property)
units_new2	Character	1	No	New unit of measure for item 1. (Format: "F" = Front Feet, "S" = Square Feet, "L" = Lots, "A" = Acres, "I" = Improvements for Real Property)
other_exempt_old2	Numeric	1	No	Old status of any special exemptions to be applied to item 2. 0 = None (Default), 1 = Commerce/Industry (Ten Year Exemption), 2 = Agricultural, 3 = Institutional
other_exempt_new2	Numeric	1	No	New status of any special exemptions to be applied to item 2. 0 = None (Default), 1 = Commerce/Industry (Ten Year Exemption), 2 = Agricultural, 3 = Institutional
value_old_total2	Numeric	10	Yes	Old total assessed value of property class item 2.
value_new_total2	Numeric	10	Yes	New total assessed value of property class item 2.
value_old_hs2	Numeric	4	No	Old homestead credit of property class item 2.
value_new_hs2	Numeric	4	No	New homestead credit of property class item 2.
value_old_tp2	Numeric	9	No	Old taxpayer's share of assessed value of property class item 2.
value_new_tp2	Numeric	9	No	New taxpayer's share of assessed value of property class item 2.
ltc_sub_class_old3	Character	4	No	Old LTC Property Sub-Class Code of item 3. (See LTC Property Class Code Listings. Assessor's property classification codes can be used in lieu of the Tax Commission's Property Classification Codes until Tax Year 2006 [Orleans 2007].)

FIELD NAME	FIELD TYPE	FIELD LENGTH	REQUIRED	COMMENTS
ltc_sub_class_new3	Character	4	No	New LTC Property Sub-Class Code of item 3. (See LTC Property Class Code Listings. Assessor's property classification codes can be used in lieu of the Tax Commission's Property Classification Codes until Tax Year 2006 [Orleans 2007].)
quantity_old3	Numeric	6	No	Old quantity of item 3 in Front Feet, Square Feet, Lot(s), Acre(s) or Improvement(s).
quantity_new3	Numeric	6	No	New quantity of item 3 in Front Feet, Square Feet, Lot(s), Acre(s) or Improvement(s).
units_old3	Character	1	No	Old unit of measure for item 3. (Format: "F" = Front Feet, "S" = Square Feet, "L" = Lots, "A" = Acres, "I" = Improvements for Real Property or "Y" = Years for Personal Property assessments.)
units_new3	Character	1	No	New unit of measure for item 3. (Format: "F" = Front Feet, "S" = Square Feet, "L" = Lots, "A" = Acres, "I" = Improvements for Real Property or "Y" = Years for Personal Property assessments.)
other_exempt_old3	Numeric	1	No	Old status of any special exemptions to be applied to item 3. 0 = None (Default), 1 = Commerce/Industry (Ten Year Exemption), 2 = Agricultural, 3 = Institutional
other_exempt_new3	Numeric	1	No	New status of any special exemptions to be applied to item 3. 0 = None (Default), 1 = Commerce/Industry (Ten Year Exemption), 2 = Agricultural, 3 = Institutional
value_old_total3	Numeric	10	Yes	Old total assessed value of property class item 3.
value_new_total3	Numeric	10	Yes	New total assessed value of property class item 3.
value_old_hs3	Numeric	4	No	Old homestead credit of property class item 3.
value_new_hs3	Numeric	4	No	New homestead credit of property class item 3.
value_old_tp3	Numeric	9	No	Old taxpayer's share of assessed value of property class item 3.
value_new_tp3	Numeric	9	No	New taxpayer's share of assessed value of property class item 3.
ltc_sub_class_old4	Character	4	No	Old LTC Property Sub-Class Code of item 4. (See LTC Property Class Code Listings. Assessor's property classification codes can be used in lieu of the Tax Commission's Property Classification Codes until Tax Year 2006 [Orleans 2007].)
ltc_sub_class_new4	Character	4	No	New LTC Property Sub-Class Code of item 4. (See LTC Property Class Code Listings. Assessor's property classification codes can be used in lieu of the Tax Commission's Property Classification Codes until Tax Year 2006 [Orleans 2007].)
quantity_old4	Numeric	6	No	Old quantity of item 4 in Front Feet, Square Feet, Lot(s), Acre(s) or Improvement(s).
quantity_new4	Numeric	6	No	New quantity of item 4 in Front Feet, Square Feet, Lot(s), Acre(s) or Improvement(s).
units_old4	Character	1	No	Old unit of measure for item 1. (Format: "F" = Front Feet, "S" = Square Feet, "L" = Lots, "A" = Acres, "I" = Improvements for Real Property)
units_new4	Character	1	No	Old unit of measure for item 1. (Format: "F" = Front Feet, "S" = Square Feet, "L" = Lots, "A" = Acres, "I" = Improvements for Real Property)
other_exempt_old4	Numeric	1	No	New status of any special exemptions to be applied to item 4. 0 = None (Default), 1 = Commerce/Industry (Ten Year Exemption), 2 = Agricultural, 3 = Institutional
other_exempt_new4	Numeric	1	No	New status of any special exemptions to be applied to item 4. 0 = None (Default), 1 = Commerce/Industry (Ten Year Exemption), 2 = Agricultural, 3 = Institutional
value_old_total4	Numeric	10	Yes	Old total assessed value of property class item 4.
value_new_total4	Numeric	10	Yes	New total assessed value of property class item 4.
value_old_hs4	Numeric	4	No	Old homestead credit of property class item 4.
value_new_hs4	Numeric	4	No	New homestead credit of property class item 4.
value_old_tp4	Numeric	9	No	Old taxpayer's share of assessed value of property class item 4.
value_new_tp4	Numeric	9	No	New taxpayer's share of assessed value of property class item 4.
ltc_sub_class_old5	Character	4	No	Old LTC Property Sub-Class Code of item 5. (See LTC Property Class Code Listings. Assessor's property classification codes can be used in lieu of the Tax Commission's Property Classification Codes until Tax Year 2006 [Orleans 2007].)
ltc_sub_class_new5	Character	4	No	New LTC Property Sub-Class Code of item 5. (See LTC Property Class Code Listings. Assessor's property classification codes can be used in lieu of the Tax Commission's Property Classification Codes until Tax Year 2006 [Orleans 2007].)

FIELD NAME	FIELD TYPE	FIELD LENGTH	REQUIRED	COMMENTS
quantity_old5	Numeric	6	No	Old quantity of item 5 in Front Feet, Square Feet, Lot(s), Acre(s) or Improvement(s).
quantity_new5	Numeric	6	No	New quantity of item 5 in Front Feet, Square Feet, Lot(s), Acre(s) or Improvement(s).
units_old5	Character	1	No	Old unit of measure for item 1. (Format: "F" = Front Feet, "S" = Square Feet, "L" = Lots, "A" = Acres, "I" = Improvements for Real Property)
units_new5	Character	1	No	New unit of measure for item 1. (Format: "F" = Front Feet, "S" = Square Feet, "L" = Lots, "A" = Acres, "I" = Improvements for Real Property)
other_exempt_old5	Numeric	1	No	Old status of any special exemptions to be applied to item 5. 0 = None (Default), 1 = Commerce/Industry (Ten Year Exemption), 2 = Agricultural, 3 = Institutional
other_exempt_new5	Numeric	1	No	New status of any special exemptions to be applied to item 5. 0 = None (Default), 1 = Commerce/Industry (Ten Year Exemption), 2 = Agricultural, 3 = Institutional
value_old_total5	Numeric	10	Yes	Old total assessed value of property class item 5.
value_new_total5	Numeric	10	Yes	New total assessed value of property class item 5.
value_old_hs5	Numeric	4	No	Old homestead credit of property class item 5.
value_new_hs5	Numeric	4	No	New homestead credit of property class item 5.
value_old_tp5	Numeric	9	No	Old taxpayer's share of assessed value of property class item 5.
value_new_tp5	Numeric	9	No	New taxpayer's share of assessed value of property class item 5.
ltc_sub_class_old6	Character	4	No	Old LTC Property Sub-Class Code of item 6. (See LTC Property Class Code Listings. Assessor's property classification codes can be used in lieu of the Tax Commission's Property Classification Codes until Tax Year 2006 [Orleans 2007].)
ltc_sub_class_new6	Character	4	No	New LTC Property Sub-Class Code of item 6. (See LTC Property Class Code Listings. Assessor's property classification codes can be used in lieu of the Tax Commission's Property Classification Codes until Tax Year 2006 [Orleans 2007].)
quantity_old6	Numeric	6	No	Old quantity of item 6 in Front Feet, Square Feet, Lot(s), Acre(s) or Improvement(s).
quantity_new6	Numeric	6	No	New quantity of item 6 in Front Feet, Square Feet, Lot(s), Acre(s) or Improvement(s).
units_old6	Character	1	No	Old unit of measure for item 1. (Format: "F" = Front Feet, "S" = Square Feet, "L" = Lots, "A" = Acres, "I" = Improvements for Real Property)
units_new6	Character	1	No	New unit of measure for item 6. (Format: "F" = Front Feet, "S" = Square Feet, "L" = Lots, "A" = Acres, "I" = Improvements for Real Property)
other_exempt_old6	Numeric	1	No	Old status of any special exemptions to be applied to item 6. 0 = None (Default), 1 = Commerce/Industry (Ten Year Exemption), 2 = Agricultural, 3 = Institutional
other_exempt_new6	Numeric	1	No	New status of any special exemptions to be applied to item 6. 0 = None (Default), 1 = Commerce/Industry (Ten Year Exemption), 2 = Agricultural, 3 = Institutional
value_old_total6	Numeric	10	Yes	Old total assessed value of property class item 6.
value_new_total6	Numeric	10	Yes	New total assessed value of property class item 6.
value_old_hs6	Numeric	4	No	Old homestead credit of property class item 6.
value_new_hs6	Numeric	4	No	New homestead credit of property class item 6.
value_old_tp6	Numeric	9	No	Old taxpayer's share of assessed value of property class item 6.
value_new_tp6	Numeric	9	No	New taxpayer's share of assessed value of property class item 6.
ltc_sub_class_old7	Character	4	No	Old LTC Property Sub-Class Code of item 7. (See LTC Property Class Code Listings. Assessor's property classification codes can be used in lieu of the Tax Commission's Property Classification Codes until Tax Year 2006 [Orleans 2007].)
ltc_sub_class_new7	Character	4	No	New LTC Property Sub-Class Code of item 7. (See LTC Property Class Code Listings. Assessor's property classification codes can be used in lieu of the Tax Commission's Property Classification Codes until Tax Year 2006 [Orleans 2007].)
quantity_old7	Numeric	6	No	Old quantity of item 7 in Front Feet, Square Feet, Lot(s), Acre(s) or Improvement(s).
quantity_new7	Numeric	6	No	New quantity of item 7 in Front Feet, Square Feet, Lot(s), Acre(s) or Improvement(s).

FIELD NAME	FIELD TYPE	FIELD LENGTH	REQUIRED	COMMENTS
units_old7	Character	1	No	Old unit of measure for item 7. (Format: "F" = Front Feet, "S" = Square Feet, "L" = Lots, "A" = Acres, "I" = Improvements for Real Property)
units_new7	Character	1	No	New unit of measure for item 7. (Format: "F" = Front Feet, "S" = Square Feet, "L" = Lots, "A" = Acres, "I" = Improvements for Real Property)
other_exempt_old7	Numeric	1	No	Old status of any special exemptions to be applied to item 7. 0 = None (Default), 1 = Commerce/Industry (Ten Year Exemption), 2 = Agricultural, 3 = Institutional
other_exempt_new7	Numeric	1	No	New status of any special exemptions to be applied to item 7. 0 = None (Default), 1 = Commerce/Industry (Ten Year Exemption), 2 = Agricultural, 3 = Institutional
value_old_total7	Numeric	10	Yes	Old total assessed value of property class item 7.
value_new_total7	Numeric	10	Yes	New total assessed value of property class item 7.
value_old_hs7	Numeric	4	No	Old homestead credit of property class item 7.
value_new_hs7	Numeric	4	No	New homestead credit of property class item 7.
value_old_tp7	Numeric	9	No	Old taxpayer's share of assessed value of property class item 7.
value_new_tp7	Numeric	9	No	New taxpayer's share of assessed value of property class item 7.
ltc_sub_class_old8	Character	4	No	Old LTC Property Sub-Class Code of item 8. (See LTC Property Class Code Listings. Assessor's property classification codes can be used in lieu of the Tax Commission's Property Classification Codes until Tax Year 2006 [Orleans 2007].)
ltc_sub_class_new8	Character	4	No	New LTC Property Sub-Class Code of item 8. (See LTC Property Class Code Listings. Assessor's property classification codes can be used in lieu of the Tax Commission's Property Classification Codes until Tax Year 2006 [Orleans 2007].)
quantity_old8	Numeric	6	No	Old quantity of item 8 in Front Feet, Square Feet, Lot(s), Acre(s) or Improvement(s).
quantity_new8	Numeric	6	No	New quantity of item 8 in Front Feet, Square Feet, Lot(s), Acre(s) or Improvement(s).
units_old8	Character	1	No	Old unit of measure for item 8. (Format: "F" = Front Feet, "S" = Square Feet, "L" = Lots, "A" = Acres, "I" = Improvements for Real Property)
units_new8	Character	1	No	New unit of measure for item 8. (Format: "F" = Front Feet, "S" = Square Feet, "L" = Lots, "A" = Acres, "I" = Improvements for Real Property)
other_exempt_old8	Numeric	1	No	Old status of any special exemptions to be applied to item 8. 0 = None (Default), 1 = Commerce/Industry (Ten Year Exemption), 2 = Agricultural, 3 = Institutional
other_exempt_new8	Numeric	1	No	New status of any special exemptions to be applied to item 8. 0 = None (Default), 1 = Commerce/Industry (Ten Year Exemption), 2 = Agricultural, 3 = Institutional
value_old_total8	Numeric	10	Yes	Old total assessed value of property class item 8.
value_new_total8	Numeric	10	Yes	New total assessed value of property class item 8.
value_old_hs8	Numeric	4	No	Old homestead credit of property class item 8.
value_new_hs8	Numeric	4	No	New homestead credit of property class item 8.
value_old_tp8	Numeric	9	No	Old taxpayer's share of assessed value of property class item 8.
value_new_tp8	Numeric	9	No	New taxpayer's share of assessed value of property class item 8.
ltc_sub_class_old9	Character	4	No	Old LTC Property Sub-Class Code of item 9. (See LTC Property Class Code Listings. Assessor's property classification codes can be used in lieu of the Tax Commission's Property Classification Codes until Tax Year 2006 [Orleans 2007].)
ltc_sub_class_new9	Character	4	No	New LTC Property Sub-Class Code of item 9. (See LTC Property Class Code Listings. Assessor's property classification codes can be used in lieu of the Tax Commission's Property Classification Codes until Tax Year 2006 [Orleans 2007].)
quantity_old9	Numeric	6	No	Old quantity of item 9 in Front Feet, Square Feet, Lot(s), Acre(s) or Improvement(s).
quantity_new9	Numeric	6	No	New quantity of item 9 in Front Feet, Square Feet, Lot(s), Acre(s) or Improvement(s).
units_old9	Character	1	No	Old unit of measure for item 9. (Format: "F" = Front Feet, "S" = Square Feet, "L" = Lots, "A" = Acres, "I" = Improvements for Real Property)
units_new9	Character	12	No	New unit of measure for item 9. (Format: "F" = Front Feet, "S" = Square Feet, "L" = Lots, "A" = Acres, "I" = Improvements for Real Property)

FIELD NAME	FIELD TYPE	FIELD LENGTH	REQUIRED	COMMENTS
other_exempt_old9	Numeric	1	No	Old status of any special exemptions to be applied to item 9. 0 = None (Default), 1 = Commerce/Industry (Ten Year Exemption), 2 = Agricultural, 3 = Institutional
other_exempt_new9	Numeric	1	No	New status of any special exemptions to be applied to item 9. 0 = None (Default), 1 = Commerce/Industry (Ten Year Exemption), 2 = Agricultural, 3 = Institutional
value_old_total9	Numeric	10	Yes	Old total assessed value of property class item 9.
value_new_total9	Numeric	10	Yes	New total assessed value of property class item 9.
value_old_hs9	Numeric	4	No	Old homestead credit of property class item 9.
value_new_hs9	Numeric	4	No	New homestead credit of property class item 9.
value_old_tp9	Numeric	9	No	Old taxpayer's share of assessed value of property class item 9.
value_new_tp9	Numeric	9	No	New taxpayer's share of assessed value of property class item 9.
ltc_sub_class_old10	Character	4	No	Old LTC Property Sub-Class Code of item 10. (See LTC Property Class Code Listings. Assessor's property classification codes can be used in lieu of the Tax Commission's Property Classification Codes until Tax Year 2006 [Orleans 2007].)
ltc_sub_class_new10	Character	4	No	New LTC Property Sub-Class Code of item 10. (See LTC Property Class Code Listings. Assessor's property classification codes can be used in lieu of the Tax Commission's Property Classification Codes until Tax Year 2006 [Orleans 2007].)
quantity_old10	Numeric	6	No	Old quantity of item 10 in Front Feet, Square Feet, Lot(s), Acre(s) or Improvement(s).
quantity_new10	Numeric	6	No	New quantity of item 10 in Front Feet, Square Feet, Lot(s), Acre(s) or Improvement(s).
units_old10	Character	1	No	Old unit of measure for item 10. (Format: "F" = Front Feet, "S" = Square Feet, "L" = Lots, "A" = Acres, "I" = Improvements for Real Property)
units_new10	Character	1	No	New unit of measure for item 10. (Format: "F" = Front Feet, "S" = Square Feet, "L" = Lots, "A" = Acres, "I" = Improvements for Real Property)
other_exempt_old10	Numeric	1	No	Old status of any special exemptions to be applied to item 10. 0 = None (Default), 1 = Commerce/Industry (Ten Year Exemption), 2 = Agricultural, 3 = Institutional
other_exempt_new10	Numeric	1	No	New status of any special exemptions to be applied to item 10. 0 = None (Default), 1 = Commerce/Industry (Ten Year Exemption), 2 = Agricultural, 3 = Institutional
value_old_total10	Numeric	10	Yes	Old total assessed value of property class item 10.
value_new_total10	Numeric	10	Yes	New total assessed value of property class item 10.
value_old_hs10	Numeric	4	No	Old homestead credit of property class item 10.
Value_new_hs10	Numeric	4	No	New homestead credit of property class item 10.
Value_old_tp10	Numeric	9	No	Old taxpayer's share of assessed value of property class item 10.
Value_new_tp10	Numeric	9	No	New taxpayer's share of assessed value of property class item 10.
Property_desc	Character	Unlimited	Yes	Personal, Public Service or Real Estate Property Description (Legal Description).

Fields listed in these specifications **highlighted in yellow** indicate newly added fields for the current tax year. Fields listed in these specifications **highlighted in turquoise** indicate an existing field revised showing old-field name or value in **RED** below new field name. Always check the Louisiana Tax Commission's (LTC) web site at www.latax.state.la.us for the latest Electronic Change Orders Specifications for uploading batches to the LTC's "On-line Change Order System" web site. **All files created by an Assessor's office and/or their software vendor is subject to review and testing by the Louisiana Tax Commission for compliance and accuracy of data submitted. A sample of data in the format designated herein is due to the Louisiana Tax Commission by October 15th each year for testing and certification of the format by the Tax Commission.**

B. Property Classifications Standards

CLASS CODE	CLASS DESCRIPTION (TC-33)	SUB-CLASS CODE	SUB-CLASS DESCRIPTION (GRAND RECAP)	CLASS DEFINITION
REAL ESTATE				
10	AGRICULTURAL LANDS CLASS I	1000	AGRICULTURAL LANDS CLASS I (USE VALUE)	Agricultural Land - Class I containing 3 Acres or more in area using the first four classifications of the U.S. Soil Conservation Service.
		1050	AGRICULTURAL LANDS CLASS I – LESS THAN 3 ACRES (USE VALUE)	Agricultural Land - Class I containing less than 3 Acres in area using the first four classifications of the U.S. Soil Conservation Service.
11	AGRICULTURAL LANDS CLASS II	1100	AGRICULTURAL LANDS CLASS II (USE VALUE)	Agricultural Land - Class II containing 3 Acres or more in area using the first four classifications of the U.S. Soil Conservation Service.
		1150	AGRICULTURAL LANDS CLASS II – LESS THAN 3 ACRES (USE VALUE)	Agricultural Land - Class II containing less than 3 Acres in area using the first four classifications of the U.S. Soil Conservation Service.
12	AGRICULTURAL LANDS CLASS III	1200	AGRICULTURAL LANDS CLASS III (USE VALUE)	Agricultural Land - Class III containing 3 Acres or more in area using the first four classifications of the U.S. Soil Conservation Service.
		1250	AGRICULTURAL LANDS CLASS III – LESS THAN 3 ACRES (USE VALUE)	Agricultural Land - Class III containing less than 3 Acres in area using the first four classifications of the U.S. Soil Conservation Service.
		1265	AGRICULTURAL LANDS CLASS IIIW (USE VALUE)	Agricultural Land – Class III (65%) Class IV (35%) containing 3 acres or more in area using the first four classifications of the U.S. Soil Conservation Service.
13	AGRICULTURAL LANDS CLASS IV	1300	AGRICULTURAL LANDS CLASS IV (USE VALUE)	Agricultural Land - Class IV containing 3 Acres or more in area using the first four classifications of the U.S. Soil Conservation Service.
		1350	AGRICULTURAL LANDS CLASS IV – LESS THAN 3 ACRES (USE VALUE)	Agricultural Land - Class IV containing less than 3 Acres in area using the first four classifications of the U.S. Soil Conservation Service.
15	TIMBERLANDS CLASS I	1500	TIMBERLANDS CLASS I (USE VALUE)	Timberland - Class I containing 3 Acres or more in area capable of producing more than 120 cubic feet of timber per acre per annum.
		1550	TIMBERLANDS CLASS I – LESS THAN 3 ACRES (USE VALUE)	Timberland - Class I containing less than 3 Acres in area capable of producing more than 120 cubic feet of timber per acre per annum.
16	TIMBERLANDS CLASS II	1600	TIMBERLANDS CLASS II (USE VALUE)	Timberland - Class II containing 3 Acres or more in area capable of producing more than 85 but less than 120 cubic feet of timber per acre per annum.
		1650	TIMBERLANDS CLASS II – LESS THAN 3 ACRES (USE VALUE)	Timberland - Class II containing less than 3 Acres in area capable of producing more than 85 but less than 120 cubic feet of timber per acre per annum.
17	TIMBERLANDS CLASS III	1700	TIMBERLANDS CLASS III (USE VALUE)	Timberland - Class III containing 3 Acres or more in area capable of producing less than 85 cubic feet of timber per acre per annum.
		1750	TIMBERLANDS CLASS III – LESS THAN 3 ACRES (USE VALUE)	Timberland - Class III containing less than 3 Acres in area capable of producing less than 85 cubic feet of timber per acre per annum.
18	TIMBERLANDS CLASS IV	1800	TIMBERLANDS CLASS IV (USE VALUE)	Timberland - Class IV containing 3 Acres or more in area capable of producing less than 85 cubic feet of timber per acre per annum and which is subject to periodic overflow from natural or artificial water courses, and which is otherwise consider to be swampland.
		1850	TIMBERLANDS CLASS IV – LESS THAN 3 ACRES (USE VALUE)	Timberland - Class IV containing less than 3 Acres in area capable of producing less than 85 cubic feet of timber per acre per annum and which is subject to periodic overflow from natural or artificial water courses, and which is otherwise consider to be swampland.
20	FRESH WATER MARSH	2000	FRESH WATER MARSH (USE VALUE)	Fresh water marsh containing 3 Acres or more in area being wetland not devoted to agricultural, horticultural or timber purposes.
		2050	FRESH WATER MARSH – LESS THAN 3 ACRES (USE VALUE)	Fresh water marsh containing less than 3 Acres in area being wetland not devoted to agricultural, horticultural or timber purposes.

22	BRACKISH WATER MARSH	2200	BRACKISH WATER MARSH (USE VALUE)	Brackish Water Marsh containing 3 Acres or more in area being wetland not devoted to agricultural, horticultural or timber purposes.
		2250	BRACKISH WATER MARSH – LESS THAN 3 ACRES (USE VALUE)	Brackish Water Marsh containing less than 3 Acres in area being wetland not devoted to agricultural, horticultural or timber purposes.
24	SALT WATER MARSH	2400	SALT WATER MARSH (USE VALUE)	Salt Water Marsh containing 3 Acres or more in area being wetland not devoted to agricultural, horticultural or timber purposes.
		2450	SALT WATER MARSH – LESS THAN 3 ACRES (USE VALUE)	Salt Water Marsh containing less than 3 Acres in area being wetland not devoted to agricultural, horticultural or timber purposes.
30	OTHER ACREAGE (GREATER THAN 3 ACRES)	3000	AGRICULTURAL ACREAGE (MARKET VALUE)	Agricultural land 3 acres or more in area valued at Market level since a Use Value classification has not been filed with the Assessor's office.
		3010	TIMBER ACREAGE (MARKET VALUE)	Timber land 3 acres or more in area valued at Market level since a Use Value classification has not been filed with the Assessor's office.
		3020	MARSH ACREAGE (MARKET VALUE)	Marsh land 3 acres or more in area valued at Market level since a Use Value classification has not been filed with the Assessor's office.
		3022	LAKE SERVITUDE LANDS (MARKET VALUE)	Lake Servitude land containing 3 Acres or more in area valued at Market level since a Use Value classification has not been filed with the Assessor's Office
		3024	BATTURE LAND (MARKET VALUE)	Batture land containing 3 Acres or more in area valued at Market level since a Use Value classification has not been filed with the Assessor's Office
		3030	COMMERCIAL ACREAGE (MARKET VALUE)	Commercial land 3 acres or more in area designated for office and retail use.
		3040	INDUSTRIAL ACREAGE (MARKET VALUE)	Industrial land 3 acres or more in area designated for industrial use.
		3050	INSTITUTIONAL ACREAGE (MARKET VALUE)	Institutional land 3 acres or more in area designated for public buildings, schools, churches and properties that have unique uses.
		3060	RESIDENTIAL ACREAGE (MARKET VALUE)	Residential land 3 acres or more in area used for residential permanent improvements such as single family residences, townhouses and apartments.
		3070	TRAILER PARKS (MARKET VALUE)	Residential land 3 acres or more in size used for Trailer Parks.
32	OTHER ACREAGE (GREATER THAN 1 ACRE BUT LESS THAN 3 ACRES)	3200	AGRICULTURAL ACREAGE (MARKET VALUE)	Agricultural land more than 1 acre but less than 3 acres in area valued as Market Value since Use Value Form has not been filed with the Assessor's office.
		3210	TIMBER ACREAGE (MARKET VALUE)	Timber land more than 1 acre but less than 3 acres in area valued as Market Value since Use Value Form has not been filed with the Assessor's office.
		3220	MARSH ACREAGE (MARKET VALUE)	Marsh land more than 1 acre but less than 3 acres in area valued as Market Value since Use Value Form has not been filed with the Assessor's office.
		3222	LAKE SERVITUDE LANDS (MARKET VALUE)	Lake Servitude Land containing more than 1 Acre but less than 3 Acres in area valued at Market Value since Use Value Form has not been filed with the Assessor's Office
		3224	BATTURE LANDS (MARKET VALUE)	Batture Land containing more than 1 Acre but less than 3 Acres in area valued at Market Value since Use Value Form has not been filed with the Assessor's Office
		3230	COMMERCIAL ACREAGE (MARKET VALUE)	Commercial land more than 1 acre but less than 3 acres in area designated for office and retail use.
		3240	INDUSTRIAL ACREAGE (MARKET VALUE)	Industrial land more than 1 acre but less than 3 acres in area designated for industrial use.
		3250	INSTITUTIONAL ACREAGE (MARKET VALUE)	Institutional land more than 1 acre but less than 3 acres in area designated for public buildings, schools, churches and properties that have unique uses.
		3260	RESIDENTIAL ACREAGE (MARKET VALUE)	Residential land more than 1 acre but less than 3 acres in area used for residential permanent improvements such as single family residences, townhouses and apartments.

		3270	TRAILER PARKS (MARKET VALUE)	Residential land more than 1 acre but less than 3 acres in area used for residential trailer parks.
34	SUBDIVISION LOTS	3400	RESIDENTIAL SUBDIVISION LOT	Residential subdivision lots that have recorded plats.
	(AS PER RECORDED SUBDIVISION PLATS)	3410	TRAILER PARK	Trailer Park lots that have recorded plats.
		3420	COMMERCIAL SUBDIVISION LOT	Commercial subdivision lots that have recorded plats.
		3430	INDUSTRIAL SUBDIVISION LOT	Industrial subdivision or business park lots that have recorded plats.
		3440	INSTITUTIONAL SUBDIVISION LOT	Institutional subdivision or campus lots that have recorded plats.
36	OTHER LOTS	3600	RESIDENTIAL NON-SUBDIVISION LOT	Residential non-subdivision lot or parcel not having recorded plats.
	(CONSISTING OF 1 ACRE OR LESS)	3610	TRAILER PARK	Trailer Park non-subdivision lot or parcel not having recorded plats.
		3620	COMMERCIAL NON-SUBDIVISION LOT	Commercial Acreage less than 3 acres in size (Market Value).
		3630	INDUSTRIAL NON-SUBDIVISION LOT	Industrial Acreage less than 3 acres in size (Market Value).
		3640	INSTITUTIONAL NON-SUBDIVISION LOT	Institutional Acreage less than 3 acres in size used by government, schools or churches (Market Value).
37	NO LAND VALUE	3700	NO LAND VALUE (LEASED PROPERTY)	Land leased by tenant for placement of Manufactured Homes (Mobile Home/Trailer) or Leasehold Improvements. <i>(This land class could be used for condominiums where land value is part of the improvement value.)</i>
40	IMPROVEMENT S: RESIDENTIAL	4000	SINGLE FAMILY RESIDENCE	Single Family Residence (Free standing structure or improvement) including decks, patios, pavement, swimming pools, hot tubs (Jacuzzi), gazebos, etc.
		4010	MANUFACTURED HOUSING	Manufactured Housing (Mobile Homes/Trailers).
		4020	TOWNHOUSE/DUPLEXES	Includes Townhouse or Duplexes. (Includes stand alone Triplexes and Fourplexes.)
		4030	URBAN ROW HOUSES	Includes Urban Row Houses.
		4040	MULTI-FAMILY (APARTMENTS)	Includes Dormitories; High-rise Apartments; Homes for the Elderly; Group Care Homes; Fraternity/Sorority Houses; Rooming and Boarding Houses; Bed & Breakfast Inns; and High-rise Row Houses. (Includes Fourplexes or larger units consisting of multiple buildings.)
		4050	CLUBHOUSES	Includes Clubhouses used by homeowner associations or apartment complexes.
		4060	RESORT COTTAGES AND CABINS	Includes Resorts Cottages and Cabins being used as a residential rental unit.
		4070	LOG AND DOME HOUSES	Includes Log and Dome Houses.
		4080	TROPICAL HOUSING (CAMPS)	Includes Tropical Housing; Camps; and Boathouses.
		4090	OLD RESIDENCES (HISTORICAL)	Includes older residences that have classified as antique or historical in nature.
		4095	STORAGE, GARAGES AND WORKSHOPS	Includes residential storage facilities, workshops, barns, stables, detached garages, greenhouses and apartment complex Laundromats.
		4099	UNIDENTIFIED RESIDENTIAL IMPROVEMENTS	Includes those residential improvements yet to be classified by Assessor's staff.
45	IMPROVEMENT S: COMMERCIAL OR INDUSTRIAL	4500	CLUBS & HOTELS	Includes Hotels; City Clubs; Mortuaries; Clubhouse; Senior Centers; Country Clubs; Recreational Enclosures; and Health Clubs.
		4510	MOTELS	Includes Motels (Extended-stay Motels); Lodges; Bath Houses; and Guest Cottages.

		4520	STORES & COMMERCIAL BUILDINGS	Includes Restaurants Table Service, Dining Atriums and Cafeterias (Truck Stops, Fast Food and Playrooms); Markets; Drugstores; Discount Stores; Retail Stores; Department Stores; Barber Shop and Beauty Salons; Laundromats; Laundry and Dry Cleaning Stores; Shopping Centers; Bars/Taverns and Cocktail Lounges; Convenience Markets and Mini-Marts; Dairy Sales Building; Department and Mall Anchor Stores; Florist Shops; Roadside and Farmers' Markets; Neighborhood (Community, Regional, Discount, Mixed Retail with Apartments & Offices); Shopping Center Shells; Snack Bars; Warehouse Stores; Discount, Food and Showroom.
		4530	GARAGES, INDUSTRIALS, LOFTS & WAREHOUSES	Includes Industrial Buildings; Laboratories; Lofts; Computer Centers; Passenger Terminals; Broadcasting Facilities (Radio/TV Stations); Armories; Post Offices; Warehouses; Cold Storage Facilities; Creameries; Transit Warehouses; Mini-warehouses; Shipping docks; Loading Docks; Hangers: Maintenance, Storage and T-Hangers; Complete Auto Dealerships; Showrooms; Garages: Service and Repair, Storage (Municipal and Service Sheds) Industrials, Engineering/R&D (Laboratories, Manufacturing, Light/Heavy); Flex-mall Buildings; Mini-lube Garages; Parking Structures; Underground Parking Garages; Misc. Buildings: Bakery, Bottle & Cannery Plants; Control Towers, Laundry, Boiler, Recycling, Sound Stage and Telephone.
		4540	OFFICES, MEDICAL & PUBLIC BUILDINGS	Includes Office Buildings; Atriums/ Vestibules; Mechanical Penthouses; Parking Level floors; Banks: Branch, Central Office and Mini-Banks; Medical Office Buildings and Dental Clinics; Dispensaries; General Hospitals, Outpatient and Surgical Centers; Convalescent Hospitals; Veterinary Hospitals; Kennels; Government Buildings, Community Service, Mixed-use Facilities; Fire Stations: Staffed and Volunteer; Jails, Correctional Facilities and Police Stations; Offices and Office Building Shells; and Public Libraries.
		4550	CHURCHES, THEATERS & AUDITORIUMS	Includes Churches, Sanctuaries, Churches with Sunday Schools; Church Fellowship Halls, Classrooms and Foyers/Narthexes; Fraternal Buildings; Theaters: Cinemas and Live Stage; Auditoriums; Casinos; Museums; Convention Centers; Arcade Buildings; Visitor Centers; Skating Rinks; Bowling Centers; Fitness Centers; Community Recreation Centers; Indoor Tennis Clubs; Handball/Racquetball and Pavilions.
45	IMPROVEMENT S: COMMERCIAL OR INDUSTRIAL	4560	SHEDS & FARM BUILDINGS	Includes Utility Buildings; Equipment Buildings; Golf Cart Buildings; Boat Storage Buildings and Sheds; Shed Office Structures; Materials Storage Buildings; Bulk Oil Storage Building; Toolsheds; Prefabricated sheds; Lumber Storage, Vertical Buildings; and Horizontal Sheds; Potato Storage Buildings; Fruit Packing Barns; Bulk Fertilizer Storage; Bag Fertilizer Storage; Seed Warehouses; Cotton Gin Buildings; Deyhydrator Buildings; Dairies; Milk Houses; Barns; Free Stall Barns; Barn Loft; Hog Barns and Sheds; Sheep Barns and sheds; Tobacco Barns; Stables; Arenas; Poultry Houses; Greenhouses; Labor Dormitories, Transient Labor Cabins; Corn Cribs, Farm Silos; Grain Handling Systems; Grain Elevators; Livestock, Hay and Sun Shelters; Enclosed and Screened Cage; Poultry Floor Operation, Breeder, Broiler and Turkey Barns; Sheds, Cattle, Loafing and Feeding; Environmental Storage; Controlled Atmosphere Buildings; Shop Buildings and Sheds;
		4570	SCHOOLS & CLASSROOMS	Elementary, Middle, High, Alternative, Vocational Schools; Day Care Centers; Colleges and Universities; Classroom buildings; Special Education or Learning Classrooms; Laboratory Classrooms; Lecture Classrooms; Administrative Buildings; Academic Libraries; Fine Arts Buildings; Manual Arts and College Technical Trades Buildings; Multipurpose Buildings; Bookstores; Gymnasiums; Physical Education Buildings; Fieldhouses; Natatoriums; Shower Building; Restroom Buildings; Commercial or Institutional Greenhouses; and Maintenance Buildings.

		4590	OLD COMMERCIAL BUILDINGS (HISTORICAL)	Includes older residences that have classified as antique or historical in nature.
		4599	UNIDENTIFIED COMMERCIAL IMPROVEMENTS	Commercial improvements yet to be classified by Assessor's staff.
PERSONAL PROPERTY				
50	INVENTORIES & MERCHANDISE	5000	INVENTORIES & MERCHANDISE	Inventories of items that are tangible personal property which are held for sale, process of production, consumed in the production of the goods or services to be available for sale or are utilized in marketing or distribution activities.
51	MACHINERY & EQUIPMENT	5100	MACHINERY & EQUIPMENT	Machinery and Equipment
52	BUSINESS FURNITURE & FIXTURES	5200	BUSINESS FURNITURE & FIXTURES	Office Furniture and Equipment.
53	MISCELLANEOUS PERSONAL PROPERTY	5300	COMPUTER HARDWARE/SOFTWARE	Includes Computer Hardware, Software, Computer network equipment, printers, etc.
		5310	ELECTRONICS	Includes Electronic Typewriters, Copy Machines, Postage Machines, etc.
		5320	LEASEHOLD IMPROVEMENTS	Includes all Leasehold improvements being expensed by tenant of rental property.
		5330	TELECOMMUNICATIONS EQUIPMENT	Includes all telephone systems, telephone switching equipment not Public Service.
		5340	CELL TOWERS	Includes Cell Towers and related equipment not part of Public Service.
		5350	VIDEO POKER MACHINES	Includes Video Poker Machines, Slot Machines and other gambling related equipment.
		5390	OTHER	Non-classified miscellaneous personal property not falling into any of the existing defined miscellaneous personal property classes.
		5399	NON-REPORTING OF LAT	Assessor's adjustment for non-reporting of LAT Forms.
54	CREDITS (INSURANCE & FINANCE COMPANIES)	5400	CREDITS	Loan and Finance Companies Personal Property.
55	LEASED EQUIPMENT	5500	LEASED EQUIPMENT	Lease equipment such as copiers, postage machines, computers, phone systems, heavy equipment, etc.
56	PIPELINES (OTHER THAN PUBLIC SERVICE)	5600	LEASE LINES	Pipelines - Leased
		5610	GATHERING LINES	Pipelines - Gathering Lines
		5620	PIPELINES OTHER THAN PUBLIC SERVICE	Pipelines other than public service pipelines.
57	OIL & GAS SURFACE EQUIPMENT	5700	OIL & GAS SURFACE EQUIPMENT	Oil and Gas Surface Equipment.
	(UNITS NOT TO EXCEED TOTAL NUMBER OF WELLS)			
60	WATERCRAFT	6000	WATERCRAFT	Watercraft, other than those employed in interstate commerce, are subject to valuation and assessment by Parish Assessor.
62	AIRCRAFT	6200	PRIVATE AIRCRAFT	Privately held aircraft.
		6210	COMMERCIAL AIRCRAFT	Commercial aircraft other than public service airlines aircraft.
64	FINANCIAL INSTITUTIONS	6400	FINANCIAL INSTITUTIONS	Financial Institutions shares of stock of all banks, banking companies, firms, associations or corporations in the banking business.
66	DRILLING RIGS	6600	DRILLING RIGS	Drilling Rigs and related equipment.
68	OIL & GAS WELLS	6800	OIL WELLS	Oil wells, Abandon Wells, Orphan Wells, Plug Wells
		6801	FUTURE UTILITY	Future Utility
		6802	NON FUTURE UTILITY	Non Future Utility

		6810	GAS WELLS	Gas wells.
		6811	FUTURE	Future
		6812	NON FUTURE	Non Future
		6820	INJECTION WELLS SERVICE WELLS	Injection wells. Service Wells , Saltwater disposal, Brine wells, Water wells
		6830	COMMERCIAL DISPOSAL WELLS	Commercial Disposal Wells
PUBLIC SERVICE				
80	AIRLINE COMPANIES	8000	AIRCRAFT	Commercial Airline Companies' aircraft assessed by the Louisiana Tax Commission.
		8010	GROUND EQUIPMENT	Commercial Airline Companies' ground equipment assessed by the Louisiana Tax Commission.
81	BARGE LINE COMPANIES	8100	BARGE LINES	Barge Line Companies' assets assessed by the Louisiana Tax Commission.
82	ELECTRIC, GAS & WATER COMPANIES	8200	LINES	Electric, Gas and Water Companies' lines assessed by the Louisiana Tax Commission.
		8202	UTILITY COOP - LINES	Coop
		8206	UTILITY NONCOOP - LINES	Noncoop
		8210	LAND	Electric, Gas and Water Companies' land assessed by the Louisiana Tax Commission.
		8220	IMPROVEMENTS	Electric, Gas and Water Companies' improvements assessed by the Louisiana Tax Commission.
		8230	MACHINERY & EQUIPMENT	Electric, Gas and Water Companies' machinery and equipment assessed by the Louisiana Tax Commission.
		8240	CONSTRUCTION WORK IN PROGRESS	Electric, Gas and Water Companies' construction work in progress assessed by the Louisiana Tax Commission.
		8250	OTHER	Electric, Gas and Water Companies' other miscellaneous equipment assessed by the Louisiana Tax Commission.
83	PIPELINE COMPANIES	8300	LINES	Pipeline Companies' pipelines assessed by the Louisiana Tax Commission.
		8310	OIL & GAS STORAGE	Pipeline Companies' oil and gas storage tanks assessed by the Louisiana Tax Commission.
		8320	MACHINERY & EQUIPMENT	Pipeline Companies' machinery and equipment assessed by the Louisiana Tax Commission.
		8330	LAND	Pipeline Companies' land assessed by the Louisiana Tax Commission.
		8340	RIGHT OF WAYS	Pipeline Companies' right of ways assessed by the Louisiana Tax Commission.
		8350	OPEN ACCESS	Pipeline Companies' open access assessed by the Louisiana Tax Commission.
		8360	IMPROVEMENTS	Pipeline Companies' improvements assessed by the Louisiana Tax Commission.
		8370	CONSTRUCTION WORK IN PROGRESS	Pipeline Companies' construction work in progress assessed by the Louisiana Tax Commission.
		8380	OTHER	Pipeline Companies' other miscellaneous equipment assessed by the Louisiana Tax Commission.
84	PRIVATE CAR LINE COMPANIES	8400	PRIVATE CAR LINES	Private Car Line Company assets assessed by Louisiana Tax Commission.
85	RAILROAD COMPANIES	8500	MAIN LINES	Railroad Companies' main lines assessed by the Louisiana Tax Commission.
		8510	SECOND LINES	Railroad Companies' secondary lines assessed by the Louisiana Tax Commission.
		8520	SIDE LINES	Railroad Companies' side lines assessed by the Louisiana Tax Commission.
		8530	LAND	Railroad Companies' land assessed by the Louisiana Tax Commission.
		8540	IMPROVEMENTS	Railroad Companies' improvements assessed by the Louisiana Tax Commission.
		8550	OTHER	Railroad Companies' other miscellaneous equipment assessed by the Louisiana Tax Commission.

		8560	ROLLING STOCK	Railroad Companies' rolling stock assessed by the Louisiana Tax Commission.
86	TELEPHONE COMPANIES	8600	LINES	Telephone Companies' lines assessed by the Louisiana Tax Commission.
		8610	LAND	Telephone Companies' land assessed by the Louisiana Tax Commission.
		8620	IMPROVEMENTS	Telephone Companies' improvements assessed by the Louisiana Tax Commission.
		8630	MACHINERY & EQUIPMENT	Telephone Companies' machinery and equipment assessed by the Louisiana Tax Commission.
		8640	CONSTRUCTION WORK IN PROGRESS	Telephone Companies' construction work in progress assessed by the Louisiana Tax Commission.
		8650	OTHER	Telephone Companies' other miscellaneous equipment assessed by the Louisiana Tax Commission.

AUTHORITY NOTE: Promulgated in accordance with the Louisiana Constitution of 1974, Article VII, §18 and R.S. 47:1837.

HISTORICAL NOTE: Promulgated by the Department of Revenue, Tax Commission, LR 31:703 (March 2005), LR 32:427 (March 2006), LR 36: (March 2010).

C. Electronic Tax Roll Export Specifications

Notes: Programmer must allow for optional fields not used. The tilde (~) will be used as the delimiter for character data and the comma (,) will be used as the field delimiter. (See examples) It is not necessary to use spaces between commas that contain no data. Programmer must allow for optional fields not used. Each record is a line in the ASCII text file and must have a carriage return and line feed at the end of each line.

Please Note: *These specifications are subject to change without notification. Please contact the Louisiana Tax Commission for the latest specifications before creating the files listed below.*

PARISH INFORMATION

(PARISH.TXT)

FIELD NAME	FIELD TYPE	FIELD LENGTH	REQUIRED	COMMENTS
fips_code	Numeric	5	Yes	Parish identification number. FIPS table furnished (See FIPS table.)
gov_name	Character	30	Yes	Parish name (ex. St. Tammany Parish)
gov_agency	Character	40	Yes	Agency name (ex. Tax Assessor's Office)
address1	Character	30	Yes	Agency address line 1.
address2	Character	30	Yes	Agency address line 2.
tax_year	Numeric	4	Yes	Tax year submitting (ex. 1999, 2000)
city	Character	20	Yes	City name (ex. Slidell)
state	Character	2	Yes	State name (ex. LA)
zip	Numeric	5	Yes	Zip code.
zip6	Character	6	Yes	Extended zip code.

ASSESSMENT INFORMATION

(ASSMT.TXT)

FIELD NAME	FIELD TYPE	FIELD LENGTH	REQUIRED	COMMENTS
tax_year	Numeric	4	Yes	Tax year submitting (ex. 1999, 2000)
fips_code	Numeric	5	Yes	Parish identification number. FIPS table furnished (See FIPS table.)
assessment_no	Character	20	Yes	Assessment number.
Parcel_no	Character	20	Yes	Parcel Identification Number (PIN).
assessment_type	Character	2	Yes	"RE" = Real Estate, "PP" = Personal Property, "PS" = Public Service, "RS" = Rolling Stock, "AJ" = Adjudicated, "EX" = Exempt/Tax Free, "TE" = Ten Year Exempt
Assessment_status	Character	2	Yes	"AC" = Active, "AJ" = Adjudicated "EX" = Exempt/Tax Free, "TE" = Ten Year Exemption
homestead_exempt	Numeric	1	Yes	0 = None (default), 1 = homestead exemption, 2 = Over 65 Freeze, 3 = Disabled, 4 = Disabled Vet and 5 = Widow of POW/MIA
Homestead_percent	Numeric	6.2	Yes	Homestead Exemption percentage to be applied to assessment (Format: 100.00 (Default), "Y" = yes
Restoration_tax_expt	Character	1	Yes	Restoration Tax Abatements on historical property. "N" = No (Default), "Y" = Yes
tax_acct	Numeric	6	No	Tax account number is required for grouping tax assessments together.
Place_fips	Numeric	5	Yes	FIPS Place Code of Ward or Municipality. (See FIPS Table)
taxpayer_id	Numeric	10	No	Taxpayer's identification number. (Social Security or Federal ID numbers.

taxpayer_name	Character	50	Yes	Taxpayer's name.
contact_name	Character	50	No	Contact's name.
taxpayer_addr1	Character	40	Yes	Tax payer's address line 1.
taxpayer_addr2	Character	40	Yes	Tax payer's address line 2.
taxpayer_addr3	Character	40	No	Tax payer's address line 3.
transfer_date	Character	10	No	Date of purchase. (Format: 01/01/1999)

ASSESSMENT VALUE INFORMATION

(AVALUE.TXT)

FIELD NAME	FIELD TYPE	FIELD LENGTH	REQUIRED	COMMENTS
tax_year	Numeric	4	Yes	Tax year submitting (ex. 1999, 2000)
fips_code	Numeric	5	Yes	Parish identification number. FIPS table furnished (See FIPS table.)
assessment_no	Character	20	Yes	Assessment number.
Market_value	Numeric	12	Yes	Fair Market Value of real estate property class or the original cost of the personal property class.
Total_value	Numeric	10	Yes	Total assessed value of the property. (total of taxpayer's share and the homestead credit added together.)
Homestead_credit	Numeric	4	Yes	Assessed value to be credited by Homestead Exemption. (Not to exceed 7,500 of Assessed Value)
taxpayer_value	Numeric	10	Yes	Assessed value to be paid by Taxpayer
Quantity	Numeric	9.2	Yes	Quantity units in the number of Front Feet, Square Feet, Lot(s), Acre(s) Improvement(s) or Year(s) for Personal Property.
Units	Character	1	Yes	Unit of Measure (Format: "F" = Front Feet, "S" = Square Feet, "L" Lots, "A" = Acres, "I" Improvements and "Y" = Year.)
Ltc_sub-class_code	Character	4	Yes	LTC Property Sub_Class Code.
Other_exempt	Numeric	1	Yes	Any special exemptions to be applied to assessment. 0 = none(default), 1 = Commerce/Industry (Ten year Exemption), 2 = Agricultural, 3 = Institutional

ASSESSMENT MILLAGE INFORMATION (AMILLAGE.TXT)

FIELD NAME	FIELD TYPE	FIELD LENGTH	REQUIRED	COMMENTS
tax_year	Numeric	4	Yes	Tax year submitting (ex. 1999, 2000)
fips_code	Numeric	5	Yes	Parish identification number. FIPS table furnished (See FIPS table.)
assessment_no	Character	20	Yes	Assessment number.
group_description	Character	35	Yes	Group description or group name of millage.
millage	Numeric	6.2	Yes	Millage (Format: 999.99)
mill_type	Character	1	Yes	M = Millage, F = Flat Fee, A = Acreage, O = Overlay/Partial
place_fips	Numeric	5	Yes	Federal Place Code of Taxing Authority levying millage. (See FIPS table)
Parish_city	Character	1	Yes	Millage type indicator, "P" Parish Tax, "C" = City Tax (This field indicates which Tax Collector is collecting the millage.)
Percent	Numeric	6.2	Yes	Percent of assessed value applicable to the millage. (Applies to split district millages, use 100.00 as default value if percent is not applied.)
Total_tax	Numeric	11.2	Yes	Total taxes assessed to the property. (Format: 99999999.99)
homestead_credit	Numeric	11.2	Yes	Homestead exemption share of taxes credited. (Format: 99999999.99)
taxpayer_tax	Numeric	11.2	Yes	Tax payer's taxes owed. (Format: 99999999.99)

MILLAGE GROUP INFORMATION

(TGROUP.TXT)

FIELD NAME	FIELD TYPE	FIELD LENGTH	REQUIRED	COMMENTS
tax_year	Numeric	4	Yes	Tax year submitting (ex. 1999, 2000)
fips_code	Numeric	5	Yes	Parish identification number. FIPS table furnished (See FIPS table.)
group_description	Character	35	Yes	Group description or name of millage.
millage_description	Character	35	Yes	Description or name of millage.
Millage	Numeric	6.2	Yes	Millage (format: 999.99)
Flat_mill	Numeric	1	Yes	Indicates Flat Fee (0=No Flat Fee, 1=Flat Fee used)
Flat_fee	Numeric	6.2	Yes	Flat Fee Amount (Format: 999.99)

LEGAL DESCRIPTION INFORMATION

(LEGAL.TXT)

FIELD NAME	FIELD TYPE	FIELD LENGTH	REQUIRED	COMMENTS
tax_year	Numeric	4	Yes	Tax year submitting (ex. 1999, 2000)
fips_code	Numeric	5	Yes	Parish identification number. FIPS table furnished (See FIPS table.)
assessment_no	Character	20	Yes	Assessment number.
legal_description	Character	Unlimited	Yes	Full Legal Description

PARCEL INFORMATION

(PARCEL.TXT)

FIELD NAME	FIELD TYPE	FIELD LENGTH	REQUIRED	COMMENTS
tax_year	Numeric	4	Yes	Tax year submitting (ex. 1999, 2000)
fips_code	Numeric	5	Yes	Parish identification number. FIPS table furnished (See FIPS table.)
assessment_no	Character	20	Yes	Assessment number.
parcel_no	Character	20	Yes	Parcel identification number.
town_range	Character	7	No	Township range. (Format: T7S-R8E)
section_no	Numeric	3	No	Section number parcel is located.
ward_no	Character	3	Yes	Ward identification number.
subd_name	Character	30	No	Subdivision name if available of parcel location.
block_no	Character	4	No	Subdivision or city block/square number.
lot_no	Character	4	No	First subdivision or city lot number owned by a particular owner.
place_fips	Numeric	5	Yes	Federal Place Code of Taxing Authority. (See FIPS table)
tax_dist	Numeric	3	No	Tax district number if available.
par_address	Character	50	No	Parcel address. (911 address)
occupancy	Character	50	No	What the structure is being used for. (Residence, Office, Retail, etc...)
vacant_lot	Character	1	No	"Y" = Yes, "N" = No (Default)
transfer_date	Character	10	No	Date of purchase. (Format: 01/01/1999)
purchase_price	Numeric	12.2	No	Purchase price of the property. (Format: 99999999.99)
Verified	Character	1	Yes	Sale has been confirmed by Assessor's office as being arms length. "Y" = Yes, "N" = No (default)
conv_book	Character	4	Yes	Conveyance book number.
conv_folio	Character	4	Yes	Conveyance page number.
instr_no	Numeric	8	Yes	Conveyance instrument number.
instr_type	Numeric	20	Yes	Type of instrument. (Cash, Mortgage, Bond for Deed, etc...)
lender_id	Character	8	No	Lender of mortgage company's identification number supplied by Tax Commission.

ADDITIONAL OWNER INFORMATION

(OWNER.TXT)

FIELD NAME	FIELD TYPE	FIELD LENGTH	REQUIRED	COMMENTS
tax_year	Numeric	4	Yes	Tax year submitting (ex. 1999, 2000)
fips_code	Numeric	5	Yes	Parish identification number. FIPS table furnished (See FIPS table.)
assessment_no	Character	20	Yes	Assessment number.
taxpayer_id	Numeric	10	No	Tax payer's identification number.
own_percent	Numeric	6.2	No	Percent of ownership. (Format: 999.99)
taxpayer_name	Character	50	Yes	Taxpayer's name.
contact_name	Character	50	No	Contact's name.
taxpayer_addr1	Character	40	No	Tax payer's address line 1.
taxpayer_addr2	Character	40	No	Tax payer's address line 2.
taxpayer_addr3	Character	40	No	Tax payer's address line 3.

IMPROVEMENT INFORMATION

(IMPROVE.TXT)

FIELD NAME	FIELD TYPE	FIELD LENGTH	REQUIRED	COMMENTS
tax_year	Numeric	4	Yes	Tax year submitting (ex. 1999, 2000)
fips_code	Numeric	5	Yes	Parish identification number. FIPS table furnished (See FIPS table.)
assessment_no	Character	20	Yes	Assessment number.
building_use	Character	1	Yes	"C" = Commercial, "R" = Residential
structure_no	Character	12	No	Structure number of improvement.
imp_asqft	Numeric	9.2	No	Square footage of detached auxiliary building. (Format: 999999.99)
imp_gsqft	Numeric	9.2	Yes	Square footage of carports or garages. (Format: 999999.99)
imp_lsqft	Numeric	9.2	Yes	Square footage of living, heated or useable area. (Format: 999999.99)
imp_nsqft	Numeric	9.2	Yes	Square footage of porches, non-living areas, etc. (Format: 999999.99)
imp_tsqft	Numeric	9.2	Yes	Square footage of all structures assessed. (Format: 999999.99)
no_baths	Numeric	3.1	Yes	Number of bathrooms.
no_bedrooms	Numeric	2	Yes	Number of bedrooms.
year_built	Numeric	4	Yes	Year built. (Format: 9999)
year_renov	Numeric	4	No	Year renovated. (Format: 9999)
life_expectancy	Numeric	2	Yes	Life expectancy of structure or improvement.
fact_cond	Numeric	4	No	Condition of improvement.
fact_qual	Numeric	4	No	Quality of construction.
fact_wall	Numeric	4	No	Wall construction.
fact_roof	Numeric	4	No	Roof construction.

DOCUMENT INFORMATION

(DOCUMENT.TXT)

FIELD NAME	FIELD TYPE	FIELD LENGTH	REQUIRED	COMMENTS
tax_year	Numeric	4	Yes	Tax year submitting (ex. 1999, 2000)
fips_code	Numeric	5	Yes	Parish identification number. FIPS table furnished (See FIPS table.)
assessment_no	Character	20	Yes	Assessment number.
path	Character	Variable length	Yes	Full path of document and file name (includes file extension). (jpg format)
description	Character	Variable length	Yes	Description of the document.

Chapter 3. Real and Personal Property

§305. Real Property Report Forms

A. If an assessor chooses to use the self-reporting form, he shall furnish the appropriate self-reporting form for real property to each property owner within his respective parish or district, on or before February 15, in the year in which the property is to be appraised. Upon completion, the property owner shall return the form to the assessor by the first day of April of that year or, 45 days after receipt, whichever is later. The self-reporting forms are to assist the assessor in determining the fair market value of the real property and, if used, shall be delivered to each person in whose name the real property is assessed.

1. LAT 1, the Residential or Homeowner's Report Form, is to be used by the owner reporting any property that consists of land with improvements, whether urban or rural, and used for residential purposes. Space is also provided on this form to report improvements other than residences such as barns, sheds, storage bins, etc. This form is also to be used by the owner of any improvement that is located on land owned by someone other than the owner of the improvement.

2. LAT 2, the Land Report Form, is to be furnished to the owner of any parcel of vacant land. This form is also to be furnished, in addition to the Residential or Homeowner's Report Form, to each landowner with at least three acres of land, or with land that has produced an average gross annual income of at least \$2,000 in one or more of the designated classifications for the four preceding years. The Land Report Form is not the application form for use value assessment. It is, however, to be used to serve notice of the requirements for obtaining a use value assessment.

3. LAT 3, the Apartment Report Form, in addition to the Land Report Form, is to be used by the owner of any apartment or residential complex that is not applicable to LAT 1. If the land upon which the apartment is located is not owned by the apartment owner, the Land Report Form is not required to be sent to the apartment owner.

4. LAT 4, the Commercial and Industrial Report Form, is to be furnished to and used by the owner of any improvement of a commercial or industrial type.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837 and R.S. 47:2324.

HISTORICAL NOTE: Promulgated by the Louisiana Tax Commission, LR 2:358 (November 1976), amended LR 7:185 (April 1981), amended by the Department of Revenue and Taxation, Tax Commission, LR 12:36 (January 1986), LR 13:187 (March 1987), LR 16:1063 (December 1990).

§307. Personal Property Report Forms

A. The appropriate self-reporting Personal Property Report Form, is to be forwarded each year, on or before February 15 in the year in which the property is to be appraised, to each person in whose name the property is assessed. Upon completion, the property owner shall return the form to the assessor by the first day of April of that year or 45 days after receipt, whichever is later.

1. LAT Form 5, Personal Property Report Form, should be furnished to all individuals, partnerships, corporations, associations, etc., engaged in business and owning personal property. After receiving completed personal property report forms from any business that has consigned merchandise, or leased, loaned or rented equipment, another LAT Form 5 should be sent to those companies owning such property. Service station owners and all oil and gas related businesses should refer to the oil and gas properties section (§903) for specific instructions on completion of this form.

2. LAT Form 5A, Tax Exemption Analysis Form, should be furnished, in addition to LAT Form 5, to all concerns enjoying a tax exemption granted under Article VII, Section 21(F) of the Louisiana Constitution.

3. LAT Form 6, Loan and Finance Companies Form, should be furnished to all loan and finance companies doing business in the parish or taxing district.

4. LAT Form 7, Cellular Industry Form, should be furnished to all cellular industry companies doing business in the parish or taxing district.

5. LAT Form 8, Cable TV Industry Form, should be furnished to all cable television industry companies doing business in the parish or taxing district.

6. LAT Form 11, Watercraft Form, should be sent to owners of watercraft domiciled in the parish and to all owners operating watercraft out of the parish on the assessment date. This form should be used as a supplement to LAT Form 5 for companies that own such property but are not interstate towing or barge line companies, whose watercraft are assessed by the Tax Commission as public service properties.

7.a. LAT Form 11A, Watercraft-Outer Continental Shelf Waters Form, shall be furnished to all corporations, partnerships, sole proprietorships, joint ventures, partners in commendam, limited liability partnerships, limited liability corporations or individuals engaged in outer continental shelf waters operations, who shall submit said report form as follows:

- i. local parish assessor;
- ii. Department of Revenue and Taxation - secretary (pursuant to Act 59 of 1994); and

iii. local tax collector.

b. All forms shall bear original signatures by the applicable taxpayer for certification purposes.

8. LAT Form 12, Oil and Gas Property Form, should be sent to any company, business or individual having such property in the parish or taxing district. Refer to the oil and gas properties section (§903) for specific instructions on completion of this form.

9. LAT Form 13, Drilling Rig and Related Equipment Form, should be sent, in addition to LAT Form 5, to any company, business or individual having such property in the parish or taxing district. Refer to the drilling rigs and related equipment section (§1101) for specific instructions on completion of this form.

10. LAT Form 14, Pipelines Form, should be furnished to all companies owning and/or operating pipelines other than pipelines which are assessed as public service properties by the Tax Commission. This form is considered to be a supplement to LAT Form 5 and LAT Form 12. Refer to the pipelines section (§1301) for specific instructions on completion of this form.

11. LAT Form 15, Aircraft Form, should be furnished to all individuals, partnerships, corporations, associations, etc., owning and/or operating an aircraft in Louisiana as of the assessment date. This form is considered to be a supplement to LAT Form 5. Refer to the aircraft section (§1501) for specific instructions on completion of this form.

B. Forms Related Notations

1. The assessor shall request and receive additional information, if needed, to determine fair market value under the authority of R.S. 47:1957 and as otherwise provided by law.

2. Failure to submit required forms is a waiver of the right to appeal assessed value (R.S. 47:1992(C) and (F), R.S. 47:2329) and, may result in a penalty (R.S. 47:2330(B)).

3. False or fraudulent reporting may result in a penalty (R.S. 47:2330(A)).

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837, R.S. 47:2324 and R.S. 47:2326.

HISTORICAL NOTE: Promulgated by the Tax Commission, LR 2:358 (November 1976), amended by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), LR 13:764 (December 1987), LR 16:1063 (December 1990), LR

21:186 (February 1995), amended by the Department of Revenue, Tax Commission, LR 33:489 (March 2007).

§309. Tax Commission Miscellaneous Forms

A. TC Form 8, Agreement to Suspend Subscription of Ad Valorem Tax Form, should be used when audit or other circumstances deem it appropriate.

B. TC Form 9, Insurance Companies Form, should be sent to all property and casualty insurance companies, both foreign and domestic, licensed to write insurance in Louisiana.

C. TC Form 33, Abstract of Assessments Form, shall be annually completed and furnished to the Tax Commission by each parish assessor on or before the filing of the parish assessment rolls for certification by the Tax Commission.

D. TC Forms CO1, CO2, CO3, CO4A and CO4B, should be used to electronically process change order requests submitted by tax assessor's offices.

1. All change order forms TC-21, Alpha4 (Electronic), and/or LTC web site format shall be submitted in accordance with the provisions of Title 47, Sections 1835, 1966, 1990 and 1991. The assessor shall provide each affected taxpayer with a copy of any change order that has been issued.

E. Application For Exemption – Real Estate Taxes, may be used for exemption clarification in a case of a protest/appeal to the Tax Commission.

F. TC Form 65, Application For Special Assessment Level, should be used by certain eligible persons, sixty-five (65) years of age or older, to apply for the special assessment level in accordance with R.S. 47:1712. This form is publicly available on the Louisiana Tax Commission's official website at www.latax.state.la.us.

G. TC Form 75, Homestead Exemption Affidavit shall be used by those persons who may be eligible for the Homestead Exemption pursuant to §3505 of these Rules. This form is publicly available on the Louisiana Tax Commission's official website at www.latax.state.la.us.

H. TC Form TC-TU01-A, Tulane Non-Exempt Property Report.

I. TC Form TC-TU01-B, Tulane Non-Exempt Property Report of the Pre-Exemption Property Values.

J. TC Form TC-TU02, Tulane University Exemption Allocation Report.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1712, R.S.

47:1835, R.S. 47:1837, R.S. 47:1966, R.S. 47:1990, R.S. 47:1991 and R.S. 47:2326.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 21:186 (February 1995), amended LR 22:117 (February 1996), amended by the Department of Revenue, Tax Commission, LR 24:479 (March 1998), LR 27:424 (March 2001), LR 28:517 (March 2002), LR 30:487 (March 2004), LR 32:430 (March 2006), LR 33:490 (March 2007).

Chapter 5. Loan and Finance Companies

§501. Guidelines for Ascertaining Fair Market Value of Loan and Finance Company Personal Property

A. The taxable personal property of loan and finance companies includes office equipment, office furniture and fixtures, repossessed property and certain credits (loans which are not secured by property located in Louisiana; column 3, loans secured by personal endorsement; column 5 and signature loans; column 6, of LAT Form 6). Loans secured by mortgages on property located in Louisiana are exempted from taxation by authority of the Louisiana Constitution of 1974.

B. Each parish assessor shall provide loan and finance companies with copies of LAT Form 5 and LAT Form 6.

1. LAT Form 5 should be utilized to identify the existence and value of office furniture and equipment. When using the cost approach in appraisal of the property, these items are to be brought to present day values and depreciated according to the effective age of the item in compliance with the appropriate tables in the general business section (§2503) for office equipment and office furniture and fixtures, respectively.

2. LAT Form 6 shall be utilized to identify and value repossessed property, which shall be assessed at 15 percent of fair market value. The value of repossessed property is determined in accordance with the appropriate section of these rules and regulations.

3. LAT Form 6 shall also be utilized to identify and value taxable credits. Such credits shall be offset and lessened by the actual bona fide accounts payable, bills payable and other liabilities of a similar character (R.S. 47:1962). This is accomplished by determining the percentage taxable receivables (sum of average of 3rd, 5th & 6th columns on face of form) are to average total receivables, then deducting that percentage of allowable payables (sum of average of 1st, 2nd & 3rd columns on reverse of form) from the total taxable receivables. This remainder shall be assessed at 15 percent of fair market value.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1962.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended LR 10:922 (November 1984), LR 16:1063 (December 1990).

Chapter 7. Watercraft

§701. Guidelines for Ascertaining Fair Market Value of Watercraft

A. General. Watercraft, other than those employed in interstate commerce, are subject to valuation and assessment by parish assessors. Gasoline powered watercraft and vessels employed in fisheries activities for human consumption are exempt from property taxation. As with other forms of personal property, watercraft are to be taxed where situated on January 1. Fair market value is the standard for valuation of watercraft. The procedures for valuation of watercraft follow.

B. Valuation

1. Fair market value is the valuation standard for watercraft. When using the cost approach, the assessor shall estimate the fair market value of each vessel having situs in his parish through use of the information provided him on LAT Form 11.

2. The same procedure shall be used as for other forms of machinery and equipment. That is, cost of the vessel will be brought up to current value through use of the appropriate index and depreciated based on the effective age of the vessel. The appropriate cost index, percent good factors and composite multipliers appear in Tables 703.A and 703.B.

3. Consideration of obsolescence when using the cost approach-- economic and/or functional obsolescence is a loss in value of personal property above and beyond physical deterioration. Upon a showing of evidence of such loss, substantiated by the taxpayer in writing, economic or functional obsolescence shall be given. If economic and/or functional obsolescence is not given when warranted, an appreciated value greater than fair market value may result.

4. Gulf of Mexico Watercraft Fleet. When determining the three approaches to value, the assessor may use a variable annual income approach, as compiled by a certified marine surveyor-appraisal company, at the request of the Louisiana Assessors' Association, for weighting and correlating current market conditions as a part of the fair market valuation process.

AUTHORITY NOTE: Promulgated in accordance with La. Const. of 1974, Article VII, §18 and §21, R.S. 47:1837 and R.S. 47:2323.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended LR 10:922 (November 1984), LR 12:36 (January 1986), LR 15:1097 (December 1989), LR 16:1063 (December 1990), LR 20:198 (February 1994), amended by the Department of Revenue, Tax Commission, LR 24:479 (March 1998).

§703. Tables - Watercraft

Table 703.A
Floating Equipment
Motor Vessels

Cost Index (Average)		Average Economic Life 12 Years		
Year	Index	Effective Age	Percent Good	Composite Multiplier
2010	0.993	1	94	.93
2009	0.985	2	87	.86
2008	1.013	3	80	.81
2007	1.053	4	73	.77
2006	1.111	5	66	.73
2005	1.162	6	58	.67
2004	1.250	7	50	.63
2003	1.293	8	43	.56
2002	1.315	9	36	.47
2001	1.323	10	29	.38
2000	1.334	11	24	.32
1999	1.358	12	22	.30
1998	1.362	13	20	.27

Table 703.B
 Floating Equipment
 Barges (Non - Motorized)

Cost Index (Average)		Average Economic Life 20 Years		
Year	Index	Effective Age	Percent Good	Composite Multiplier
2010	0.993	1	97	.96
2009	0.985	2	93	.92
2008	1.013	3	90	.91
2007	1.053	4	86	.91
2006	1.111	5	82	.91
2005	1.162	6	78	.91
2004	1.250	7	74	.90
2003	1.293	8	70	.89
2002	1.315	9	65	.85
2001	1.323	10	60	.79
2000	1.334	11	55	.73
1999	1.358	12	50	.68
1998	1.362	13	45	.61
1997	1.374	14	40	.55
1996	1.396	15	35	.49
1995	1.418	16	31	.44
1994	1.469	17	27	.40
1993	1.510	18	24	.36
1992	1.539	19	22	.34
1991	1.558	20	21	.33
1990	1.589	21	20	.32

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837 and R.S. 47:2323.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended LR 10:924 (November 1984), LR 12:36 (January 1986), LR 13:188 (March 1987), LR 13:764 (December 1987), LR 14:872 (December 1988), LR 15:1097 (December 1989), LR 16:1063 (December 1990), LR 17:1213 (December 1991), LR 19:212 (February 1993), LR 20:198 (February 1994), LR 21:186 (February 1995), LR 22:117 (February 1996), LR 23:204 (February 1997), amended by the Department of Revenue, Tax Commission, LR 24:479 (March 1998), LR 25:312 (February 1999), LR 26:506 (March 2000), LR 27:425 (March 2001), LR 28:518 (March 2002), LR 29:368 (March 2003), LR 30:487 (March 2004), LR 31:715 (March 2005), LR 32:430 (March 2006), LR 33:490 (March 2007), LR 34:678 (April 2008), LR 35:492 (March 2009), LR 36:772 (April 2010), LR 37:

§705. Tables – Watercraft

Table 705.A
140' – 159'

Type	2009 LAA Day Rate	Base Cost	Multiplier	2008 - 2003 .86	2002 - 1998 .72	1997 - 1993 .58	1992 - 1988 .44	1987 - Earlier .30
Supply Vessel (OSV)	\$4,500	\$1,801,000	1.14	1766	1478	1191	903	616
Offshore Towing	\$3,300	\$1,801,000	0.97	1502	1258	1013	769	524

Table 705.B
160' – 179'

Type	2009 LAA Day Rate	Base Cost	Multiplier	2008 - 2003 .86	2002 - 1998 .72	1997 - 1993 .58	1992 - 1988 .44	1987 - Earlier .30
Supply Vessel (OSV)	\$5,000	\$3,088,000	1.21	3213	2690	2167	1644	1121
Offshore Towing	\$5,000	\$3,088,000	1.21	3213	2690	2167	1644	1121

Table 705.C
180' – 199'

Type	2009 LAA Day Rate	Base Cost	Multiplier	2008 - 2003 .86	2002 - 1998 .72	1997 - 1993 .58	1992 - 1988 .44	1987 - Earlier .30
Supply Vessel (OSV)	\$6,500	\$4,117,000	1.43	5063	4239	3415	2590	1766
Offshore Towing	\$6,250	\$4,117,000	1.39	4921	4120	3319	2518	1717

Table 705.D
180' – 199'

Type	2009 LAA Day Rate	Base Cost	Multiplier	2008 - 2003 .86	2002 - 1998 .72	1997 - 1993 .58	1992 - 1988 .44	1987 - Earlier .30
AHT Tug/Supp	\$6,500	\$4,825,000	1.43	5934	4968	4002	3036	2070

Table 705.E
200' – 219'

Type	2009 LAA Day Rate	Base Cost	Multiplier	2008 - 2003 .86	2002 - 1998 .72	1997 - 1993 .58	1992 - 1988 .44	1987 - Earlier .30
Supply Vessel (OSV)	\$8,500	\$6,948,000	1.71	10218	8554	6891	5228	3564
AHT Tug/Supp	\$8,000	\$6,948,000	1.64	9799	8204	6609	5014	3418
Offshore Towing	\$8,750	\$6,948,000	1.75	10457	8754	7052	5350	3648

Table 705.F
220' – 230'

Type	2009 LAA Day Rate	Base Cost	Multiplier	2008 - 2003 .86	2002 - 1998 .72	1997 - 1993 .58	1992 - 1988 .44	1987 - Earlier .30
Supply Vessel (OSV)	\$10000	\$8,235,000	1.93	13668	11443	9218	6993	4768
AHT Tug/Supp	\$14000	\$8,235,000	2.50	17705	14823	11941	9059	6176
Offshore Towing	\$9,000	\$8,235,000	1.78	12606	10554	8502	6450	4397

Table 705.G
231' and Longer

Type	2009 LAA Day Rate	Base Cost	Multiplier	2008 - 2003 .86	2002 - 1998 .72	1997 - 1993 .58	1992 - 1988 .44	1987 - Earlier .30
Supply Vessel (OSV)	\$11250	\$10,474,000	2.11	19006	15912	12818	9724	6630
AHT Tug/Supp	\$16300	\$10,474,000	2.83	25492	21342	17192	13042	8892

Table 705.H
60' – 70'

Type	2009 LAA Day Rate	Base Cost	Multiplier	2008 - 2003 .86	2002 - 1998 .72	1997 - 1993 .58	1992 - 1988 .44	1987 - Earlier .30
Offshore Crew	\$600	\$401,000	1.10	379	318	256	194	132

Table 705.I
85' – 99'

Type	2009 LAA Day Rate	Base Cost	Multiplier	2008 - 2003 .86	2002 - 1998 .72	1997 - 1993 .58	1992 - 1988 .44	1987 - Earlier .30
Offshore Crew	\$1,000	\$535,000	1.13	520	435	351	266	181

Table 705.J
100' – 119'

Type	2009 LAA Day Rate	Base Cost	Multiplier	2008 - 2003 .86	2002 - 1998 .72	1997 - 1993 .58	1992 - 1988 .44	1987 - Earlier .30
Offshore Crew	\$2,500	\$1,137,000	1.33	1301	1089	877	665	454
Utility Vessel	\$2,300	\$1,137,000	1.27	1242	1040	838	635	433

Table 705.K
120' – 140'

Type	2009 LAA Day Rate	Base Cost	Multiplier	2008 - 2003 .86	2002 - 1998 .72	1997 - 1993 .58	1992 - 1988 .44	1987 - Earlier .30
Offshore Crew	\$2,900	\$1,606,000	1.23	1699	1422	1146	869	593
Utility Vessel	\$2,500	\$1,606,000	1.13	1561	1307	1053	799	544

Table 705.L
141' – 165'

Type	2009 LAA Day Rate	Base Cost	Multiplier	2008 - 2003 .86	2002 - 1998 .72	1997 - 1993 .58	1992 - 1988 .44	1987 - Earlier .30
Offshore Crew	\$4,000	\$3,078,000	1.17	3097	2593	2089	1585	1080
Utility Vessel	\$4,000	\$3,078,000	1.17	3097	2593	2089	1585	1080

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837 and R.S. 47:2323.

HISTORICAL NOTE: Promulgated by the Department of Revenue, Tax Commission, LR 33:490 (March 2007), LR 35: (March 2009).

Chapter 9. Oil and Gas Properties

§901. Guidelines for Ascertaining the Fair Market Value of Oil and Gas Properties

A. The assessment of oil and gas properties shall be made in accordance with the Louisiana Constitution of 1974, Article VII, Section 18, and in accordance with guidelines adopted by the Tax Commission and applied uniformly throughout the state.

B. The Well

1. The well includes all of the equipment and any other taxable property located below the wellhead, as well as the casinghead, wellhead and/or xmas tree.

2. Each string of casing runs from the surface down. There will always be at least two sizes of casing; the surface pipe which seals off fresh water zones, and the production string. The larger surface pipe usually extends only a few feet, depending on the depth of usable underground water, while the small production string extends to the depth of the oil producing formations. However, in some wells, and, in particular the deeper wells, it may be necessary to set more than two strings of casing, each of which extends to a specific depth.

3. Each well is assessed in accordance with guidelines establishing "fair market value".

C. Explanations

Inactive wells—are wells that are shut-in. Shut-in status becomes effective on the date the application for shut-in status is filed, consistent with the Louisiana Department of Conservation requirements.

Injection Wells--wells completed as single or wells reclassified by the Louisiana Office of Conservation after a conversion of another well. Wells are used for gas and water injection for production purposes, also used for disposal wells.

Multiple Completions--wells consisting of more than one producing zone. Deepest or primary completion may or may not be the base well number depending upon the Louisiana Office of Conservation permits and classification.

Production Depth--is the depth from the surface to the active lower perforation in each producing zone in which the well is completed. As an example - a well completed in three separate zones is a triple completion and will have three different production depths as determined by the depth of the active lower perforation for each completion.

Single Completions--

- a. well originally completed as a single;
- b. well reclassified by the Louisiana Office of Conservation after a conversion of multiple completed well to a single producing zone.

Water Wells--wells used for production purposes only - both fresh and salt water supply.

D. Well Fair Market Value Classifications. Each individual well must be listed separately by ward, field name and Louisiana Office of Conservation field code number, location (Sec.-Twp.-Range), lease name, well serial number, lease well number, well type and production depth (active lower perforation of each zone), in accordance with guidelines established by the Tax Commission.

E. Assessment of Multiple Completion (Dual) Wells

1. All Zones Producing - Assess deepest production depth at full schedule value and shallower production depth(s) at 50 percent of full schedule value.
2. Only 1 Zone Producing - Assess production depth only at full schedule value.
3. No Zones Producing - Assess only the deepest production depth at full schedule value.

F. Permanently Abandoned Wells. Must be reported only the first tax year after abandonment, however, no assessment shall be made on such well. A P&A permit number, issued by the Louisiana Office of Conservation, must be provided. A copy of the P&A report (Conservation Form # P&A) may be requested of the taxpayer, if necessary. A work permit or well history report is not acceptable.

G. Multi-Completed Wells. P&A-35 Report, covers multi-completed wells and issued by the Office of Conservation. The report is used where circumstances will not permit abandonment of all zones and where one or more zones are incapable of producing (dead) and depleted (no further production). Such wells are reported the first year after production ceased, however, a P&A -35 Report must be furnished. After the first reporting, the well must be reported yearly (without P&A Report) until all zones have been officially abandoned by a P&A Report.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837 and R.S. 47:2323.

HISTORICAL NOTE: Promulgated by the Louisiana Tax Commission, LR 2:359 (November 1976), amended by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), LR 9:69 (February 1983), LR 17:1213 (December 1991), LR 19:212 (February 1993), LR 31:717 (March 2005), LR 33:492 (March 2007), LR 35:495 (March 2009), LR 36:773 (April 2010), LR 37:

§903. Instructions for Reporting Oil and Gas Properties

A. A separate LAT-12 form is used for each lease or facility. An attachment in lieu of the form is permitted only if information is in the same sequence. The LAT-12 form may be reproduced and used as an attachment; however, all attachments must be properly identified and attached to the original.

1. Wells under the same assessment number are required to be listed in serial number order.

2. All additional supporting documentation (DM1R, DT1, etc.) is recommended to be listed in serial number order.

3. Any well on which economic consideration is being requested due to dual status is required to be listed by serial number next to the serial number of its sibling well.

B. For operations with more than one lease or facility in any one field (by ward), the following will be permitted:

1. Furnish an original LAT-12 showing parish, ward and field with notation that attachments are made. Only this form needs date and signature.

2. Furnish separate attachment(s) (as stated above) for each lease or facility.

3. Total each attachment, by property classes and summarize.

4. Summary of all attachments, by property classes, may be on an attachment or in the space provided on the original.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837 and R.S. 47:2326.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation,

Tax Commission, LR 8:102 (February 1982), amended LR 16:1063 (December 1990), LR 19:212 (February 1993), LR 22:117 (February 1996).

§905. Reporting Procedures

A. Oil, Gas and Associated Wells - Property Class #1 - see guidelines adopted by the Louisiana Tax Commission and report in accordance with form requirements or as outlined above.

B. Surface Equipment

1. See guidelines adopted by the Louisiana Tax Commission. Various sizes, items, etc. may not be commingled into one category or value. Property must be grouped, totaled and included in summary according to the following property classes:

2. Property Class #2 - Oil and Gas Equipment - major items of oil and gas equipment are shown as a schedule item. For other equipment (not included as a schedule item), year of construction or purchase, original cost and composite multiplier must be shown and used to determine fair market value. Refer to composite multipliers in the general business section (Chapter 25) of these guidelines.

3. Property Class #3 - Tanks - see schedule for type, size, unit cost, etc.

4. Property Class #4 - Lease Lines -

a. Steel: Up through 6" in diameter - see schedule. For larger sizes - see schedule in pipelines section (Chapter 13) and use LAT-14 form.

b. Plastic: Up through 6" in diameter - see schedule.

5. Property Class #5 - Inventories -

a. may be reported as a total accumulated cost in the fair market value column - with property description and on appropriate LAT form.

b. Material & Supplies:

i. located on lease or facility - use LAT-12 form;

ii. located at a public or private storage - use LAT-5 form

(Sec. 1).

c. Pipe Stock - report footage or tonnage in unit column (indicating measurement) cost per unit measurement in unit value column and extend total fair market value.

i. located on lease or facility - use LAT-12 form;

ii. located at a public or private storage - use LAT-5 form (Sec. 1).

d. Pipe Stock - exempt under La. Const., Art. VII, §21(D-3) - use LAT-5 form (Sec. 1).

6. Property Class #6 - Field Improvements - docks, lease buildings, equipment sheds and buildings, warehouses, land and leasehold improvements, etc. - furnish year constructed and cost. Use composite multiplier from appropriate table on original cost, and extend fair market value for each.

7. Property Class #7 - Other Property - on lease or producing facilities, but not included in the above classes viz:

a. Barges - used as storage, work, utility, submerged platforms, etc. - report type, size, year of purchase, cost and use composite multiplier from the appropriate table.

b. Furniture & Fixtures - may be reported as a total cost with the composite multiplier from the appropriate table on original cost. Report such property on LAT-12 form (Oil & Gas Property).

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837 and R.S. 47:2323.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended LR 19:212 (February 1993), amended by the Department of Revenue, Tax Commission, LR 24:480 (March 1998).

§907. Valuation of Oil, Gas, and Other Wells

A. The Cost-New schedules below cover only that portion of the well subject to ad valorem taxation. Functional and/or economic obsolescence shall be considered in the analysis of fair market value as substantiated by the taxpayer in writing. Consistent with Louisiana R.S. 47:1957, the assessor may request additional documentation.

Instructions for Use of Tables 907.A-1, 907.A-2 and 907.A-3 and Procedure for Arriving at Assessed Value

1. Determine if well is located in Region 1 by reference to Table 907.B-1. See note for Region 2 or Region 3 (offshore state waters) wells.

2. Multiply the appropriate percent good factor based on age of the well as found in Table 907.B-2.

3. Use Oil cost-new to assess all active service wells for region where

located.

4. See explanations in Section 901.E regarding the assessment of multiple completion wells.

5. For wells recompleted, use new perforation depth to determine fair market value.

6. Adjustments for Allowance of Economic Obsolescence

a. All wells producing 10 bbls oil or 100 mcf gas, or less, per day, as well as, all active service wells (i.e. injection, salt water disposal, water source, etc.) shall be allowed a 40 percent reduction. Taxpayer shall provide the assessor with proper documentation to claim this reduction. Once the 40 percent reduction has been applied and calculated, an additional 60 percent reduction shall be applied for any well producing 1 bbl of oil or 10 mcf of gas or less per day.

b. All inactive (shut-in) wells shall be allowed a 90 percent reduction.

c. Deduct any additional obsolescence that has been appropriately documented by the taxpayer, as warranted, to reflect fair market value.

d. All oil and gas property assessments may be based on an individual cost basis.

e. Sales, properly documented, should be considered by the assessor as fair market value, provided the sale meets all tests relative to it being a valid sale.

7. Multiply depth of well by appropriate 15 percent of Cost-New amount as indicated in Table 907.A-1, 907.A-2 or 907.A-3.

Table 907.A-1
Oil, Gas and Associated Wells
Region 1 - North Louisiana

Producing Depths	Cost - New by depth, per foot		15% of Cost – New by depth, per foot	
	\$ Oil	\$ Gas	\$ Oil	\$ Gas
0-1,249 ft.	35.22	123.24	5.28	18.49
1,250-2,499 ft.	31.79	90.62	4.77	13.59
2,500-3,749 ft.	24.99	60.01	3.75	9.00
3,750-4,999 ft.	34.55	59.80	5.18	8.97
5,000-7,499 ft.	40.64	58.37	6.10	8.76
7,500-9,999 ft.	89.09	78.67	13.36	11.80
10,000-12,499 ft.	259.81	95.44	38.97	14.32
12,500-14,999 ft.	N/A	144.11	N/A	21.62
15,000-Deeper ft.	N/A	164.33	N/A	24.65

Table 907.A-2
Oil, Gas and Associated Wells
Region 2 - South Louisiana

Producing Depths	Cost – New by depth, per foot		15% of Cost - New by depth, per foot	
	\$ Oil	\$ Gas	\$ Oil	\$ Gas
0 - 1,249 ft.	270.74	122.43	40.61	18.36
1,250 - 2,499 ft.	93.49	203.50	14.02	30.53
2,500 - 3,749 ft.	91.29	162.24	13.69	24.34
3,750 - 4,999 ft.	80.48	129.79	12.07	19.47
5,000 - 7,499 ft.	109.94	147.42	16.49	22.11
7,500 - 9,999 ft.	149.98	154.35	22.50	23.15
10,000 - 12,499 ft.	204.52	201.77	30.68	30.27
12,500 - 14,999 ft.	268.28	261.04	40.24	39.16
15,000 - 17,499 ft.	434.55	349.49	65.18	52.42
17,500 - 19,999 ft.	530.58	495.04	79.59	74.26
20,000 - Deeper ft.	283.32	743.21	42.50	111.48

Table 907.A-3
Oil, Gas and Associated Wells
Region 3 - Offshore State Waters

Producing Depths	Cost - New by depth, per foot		15% of Cost – New by depth, per foot	
	\$ Oil	\$ Gas	\$ Oil	\$ Gas
0 - 1,249 ft.	N/A	N/A	N/A	N/A
1,250 - 2,499 ft.	1,357.13	991.64	203.57	148.75
2,500 - 3,749 ft.	697.85	762.11	104.68	114.32
3,750 - 4,999 ft.	996.11	698.83	149.42	104.82
5,000 - 7,499 ft.	495.70	647.26	74.36	97.09
7,500 - 9,999 ft.	628.47	612.50	94.27	91.88
10,000 - 12,499 ft.	711.48	620.87	106.72	93.13
12,500 - 14,999 ft.	618.79	604.21	92.82	90.63
15,000 - 17,499 ft.	426.50	626.93	63.98	94.04
17,500 - 19,999 ft.	N/A	599.36	N/A	89.90
20,000 - Deeper ft.	N/A	942.14	N/A	141.32

B. The determination of whether a well is a Region 2 or Region 3 well is ascertained from its onshore/offshore status as designated on the Permit to Drill or Amended Permit to Drill form (Location of Wells Section), located at the Department of Natural Resources as of January 1 of each tax year. Each assessor is required to confirm the onshore/offshore status of wells located within their parish by referring to the Permit to Drill or Amended Permit to Drill form on file at the Department of Natural Resources.

Table 907.B-1
Parishes Considered To Be Located In Region 1

Bienville	DeSoto	Madison	Tensas
Bossier	East Carroll	Morehouse	Union
Caddo	Franklin	Natchitoches	Webster
Caldwell	Grant	Ouachita	West Carroll
Catahoula	Jackson	Red River	Winn
Claiborne	LaSalle	Richland	
Concordia	Lincoln	Sabine	

Note: All wells in parishes not listed above are located in Region 2 or Region 3.

Table 907.B-2
Serial Number to Percent Good Conversion Chart

Year	Beginning Serial Number	Ending Serial Number	17 Year Life Percent Good
2010	240636	Higher	96
2009	239277	240635	91
2008	236927	239276	87
2007	234780	236926	82
2006	232639	234779	77
2005	230643	232638	73
2004	229010	230642	68
2003	227742	229009	62
2002	226717	227741	57
2001	225352	226716	51
2000	223899	225351	46
1999	222882	223898	40
1998	221596	222881	35
1997	220034	221595	31
1996	218653	220033	28
1995	217588	218652	25
1994	216475	217587	21
1993	Lower	216474	20 *
VAR.	900000	Higher	50

* Reflects residual or floor rate.

Note: For any serial number categories not listed above, use year well completed to determine appropriate percent good. If spud date is later than year indicated by serial number; or, if serial number is unknown, use spud date to determine appropriate percent good.

Table 907.B-3
Serial Number to Percent Good Conversion Chart
Horizontal Wells

Year	Beginning Serial Number	Ending Serial Number	11 Year Life Percent Good
2010	240636	Higher	93
2009	239277	240635	86
2008	236927	239276	78
2007	234780	236926	70
2006	232639	234779	62
2005	230643	232638	54
2004	229010	230642	45
2003	227742	229009	37
2002	226717	227741	30
2001	225352	226716	25
2000	223899	225351	22
1999	Lower	223898	20 *

* Reflects residual or floor rate.

Note: This table is to be used for wells drilled with a minimum of 80 degrees deviation from vertical for a distance of at least fifty feet consistent with Marshall and Swift life expectancy guidelines for Petroleum and Natural Gas exploration and production.

Table 907.C-1
Surface Equipment

1. Listed below is the cost-new of major items used in the production, storage, transmission and sale of oil and gas. Any equipment not shown shall be assessed on an individual basis.

2. All surface equipment, including other property associated or used in connection with the oil and gas industry in the field of operation, must be rendered in accordance with guidelines established by the Tax Commission and in accordance with requirements set forth on LAT Form 12- Personal Property Tax Report - Oil and Gas Property.

3. Oil and gas personal property will be assessed in 7 major categories, as follows:

- a. oil, gas and associated wells;
- b. oil and gas equipment (surface equipment);
- c. tanks (surface equipment);
- d. lines (oil and gas lease lines);
- e. inventories (material & supplies);
- f. field improvements (docks, buildings, etc.);
- g. other property (not included above).

4. The cost-new values listed below are to be adjusted to allow depreciation by use of the appropriate percent good listed in Table 907.B-2. The average age of the well/lease/field will determine the appropriate year to be used for this purpose.

5. Functional and/or economic obsolescence shall be considered in the analysis of fair market value as substantiated by the taxpayer in writing. Consistent with Louisiana R.S. 47:1957, the assessor may request additional documentation.

6. Sales, properly documented, should be considered by the assessor as fair market value, provided the sale meets all tests relative to it being a valid sale.

PROPERTY DESCRIPTION	\$ COST - NEW
ACTUATORS - (See Metering Equipment)	
AUTOMATIC CONTROL EQUIPMENT - (See Safety Systems)	
AUTOMATIC TANK SWITCH UNIT - (See Metering Equipment)	
BARGES - CONCRETE - (Assessed on an individual basis)	
BARGES - STORAGE - (Assessed on an individual basis)	
BARGES – UTILITY - (Assessed on an individual basis)	
BARGES - WORK - (Assessed on an individual basis)	
COMMUNICATION EQUIPMENT - (See Telecommunications)	
DAMPENERS - (See Metering Equipment - "Recorders")	
DESORBERS - (No metering equipment included):	
125#	109,990
300#	121,270
500#	138,000
DESTROILETS - (See Metering Equipment - "Regulators")	
DESURGERS - (See Metering Equipment - "Regulators")	
DESILTERS - (See Metering Equipment - "Regulators")	
DIATROLLERS - (See Metering Equipment - "Regulators")	
DOCKS, PLATFORMS, BUILDINGS - (Assessed on an individual basis)	
DRY DEHYDRATORS (DRIERS) - (See Scrubbers)	
ENGINES - UNATTACHED - (Only includes engine & skids):	
Per Horsepower	350
EVAPORATORS - (Assessed on an individual basis)	
EXPANDER UNIT - (No metering equipment included):	
Per Unit	40,350
FLOW SPLITTERS - (No metering equipment included):	
48 In. Diameter Vessel	19,640
72 In. Diameter Vessel	26,020
96 In. Diameter Vessel	39,880
120 In. Diameter Vessel	56,660
FIRE CONTROL SYSTEM - (Assessed on an individual basis)	
FURNITURE & FIXTURES - (Assessed on an individual basis) (Field operations only, according to location.)	
GAS COMPRESSORS - Package unit - (skids, scrubbers, cooling system, and power controls. No metering or (regulating equipment.):	
50 HP and less – Per HP	1,500
51 HP to 100 HP – Per HP	1,290
101 HP and higher – Per HP	940

PROPERTY DESCRIPTION	\$ COST - NEW
GAS COOLERS - (No metering equipment); 5,000 MCF/D 10,000 MCF/D 20,000 MCF/D 50,000 MCF/D 100,000 MCF/D	31,000 34,910 108,590 246,360 403,480
GENERATORS - Package Unit only -(No special installation) Per K.W.	230
GLYCOL DEHYDRATION - Package Unit - (including pressure gauge, relief valve and regulator. No other metering equipment.): Up to 4.0 MMCF/D 4.1 to 5.0 MMCF/D 5.1 to 10.0 MMCF/D 10.1 to 15.0 MMCF/D 15.1 to 20.0 MMCF/D 20.1 to 25.0 MMCF/D 25.1 to 30.0 MMCF/D 30.1 to 50.0 MMCF/D 50.1 to 75.0 MMCF/D 75.1 & Up MMCF/D	21,760 24,270 46,780 65,080 88,590 115,200 218,810 244,430 304,070 350,850
HEATERS - (includes unit, safety valves, regulators and automatic shut-down. No metering equipment.): STEAM BATH - DIRECT HEATER: 24 In. Diameter Vessel - 250,000 BTU/HR Rate 30 In. Diameter Vessel - 500,000 BTU/HR Rate 36 In. Diameter Vessel - 750,000 BTU/HR Rate 48 In. Diameter Vessel - 1,000,000 BTU/HR Rate 60 In. Diameter Vessel - 1,500,000 BTU/HR Rate WATER BATH - INDIRECT HEATER: 24 In. Diameter Vessel - 250,000 BTU/HR Rate 30 In. Diameter Vessel - 500,000 BTU/HR Rate 36 In. Diameter Vessel - 750,000 BTU/HR Rate 48 In. Diameter Vessel - 1,000,000 BTU/HR Rate 60 In. Diameter Vessel - 1,500,000 BTU/HR Rate STEAM - (STEAM GENERATORS): 24 In. Diameter Vessel - 250,000 BTU/HR Rate 30 In. Diameter Vessel - 450,000 BTU/HR Rate 36 In. Diameter Vessel - 500 to 750,000 BTU/HR Rate 48 In. Diameter Vessel - 1 to 2,000,000 BTU/HR Rate 60 In. Diameter Vessel - 2 to 3,000,000 BTU/HR Rate 72 In. Diameter Vessel - 3 to 6,000,000 BTU/HR Rate 96 In. Diameter Vessel - 6 to 8,000,000 BTU/HR Rate	7,540 9,480 11,460 16,960 20,930 6,440 8,830 11,520 16,310 20,870 8,250 10,290 15,440 17,720 20,060 31,690 38,070
HEAT EXCHANGE UNITS-SKID MOUNTED - (See Production Units)	
HEATER TREATERS - (Necessary controls, gauges, valves and piping. No metering equipment included.): HEATER - TREATERS - (Non-metering): 4 x 20 ft. 4 x 27 ft. 6 x 20 ft. 6 x 27 ft. 8 x 20 ft. 8 x 27 ft. 10 x 20 ft. 10 x 27 ft.	16,490 21,230 22,230 27,950 35,610 41,690 47,080 55,380

PROPERTY DESCRIPTION	\$ COST - NEW
L.A.C.T. (Lease Automatic Custody Transfer) – See Metering Equipment)	
JT Skid (Low Temperature Extraction) - (includes safety valves, temperature controllers, chokes, regulators, metering equipment, etc. - complete unit.): Up to 2 MMCF/D Up to 5 MMCF/D Up to 10 MMCF/D Up to 20 MMCF/D	40,930 58,480 140,340 233,900
LIQUA METER UNITS - (See Metering Equipment)	
MANIFOLDS - (See Metering Equipment)	
MATERIAL & SUPPLIES - INVENTORIES - (Assessed on an individual basis)	
METER CALIBRATING VESSELS - (See Metering Equipment)	
METER PROVER TANKS - (See Metering Equipment)	
METER RUNS - (See Metering Equipment)	
METER CONTROL STATIONS - (not considered Communication Equipment) - (Assessed on an individual basis)	
METERING EQUIPMENT ACTUATORS - hydraulic, pneumatic & electric valves CONTROLLERS - time cycle valve - valve controlling device (also known as Intermittent) FLUID METERS: 1 Level Control 24 In. Diameter Vessel - 1/2 bbl. Dump 30 In. Diameter Vessel - 1 bbl. Dump 36 In. Diameter Vessel - 2 bbl. Dump 2 Level Control 20 In. Diameter Vessel - 1/2 bbl. Dump 24 In. Diameter Vessel - 1/2 bbl. Dump 30 In. Diameter Vessel - 1 bbl. Dump 36 In. Diameter Vessel - 2 bbl. Dump L.A.C.T. & A.T.S. UNITS: 30 lb. Discharge 60 lb. Discharge MANIFOLDS - MANUAL OPERATED: HIGH PRESSURE per well per valve LOW PRESSURE per well per valve	6,370 1,990 4,850 6,260 8,650 4,560 5,500 6,910 9,300 30,640 34,910 24,040 8,120 11,630 3,860

PROPERTY DESCRIPTION	\$ COST - NEW
METERING EQUIPMENT (CONT'D)	
MANIFOLDS - AUTOMATIC OPERATED:	
HIGH PRESSURE	
per well	43,450
per valve	14,330
LOW PRESSURE	
per well	31,000
per valve	10,470
NOTE: Automatic Operated System includes gas hydraulic and pneumatic valve actuators, (or motorized valves), block valves, flow monitors – in addition to normal equipment found on manual operated system. NO METERING EQUIPMENT INCLUDED.	
METER RUNS - piping, valves & supports – no meters:	
2 In. piping & valve	6,550
3 In. piping & valve	7,360
4 In. piping & valve	8,880
6 In. piping & valve	12,390
8 In. piping & valve	18,620
10 In. piping & valve	24,800
12 In. piping & valve	31,000
14 In. piping & valve	42,220
16 In. piping & valve	55,140
18 In. piping & valve	68,300
20 In. piping & valve	88,770
22 In. piping & valve	111,870
24 In. piping & valve	136,950
METERING VESSELS (ACCUMULATORS):	
1 bbl. calibration plate (20 x 9)	3,800
5 bbl. calibration plate (24 x 10)	4,090
7.5 bbl. calibration plate (30 x 10)	5,730
10 bbl. calibration plate (36 x 10)	7,130
RECORDERS (METERS) - Includes both static element and tube drive pulsation dampener - also one and two pen operations.	
per meter	2,630
SOLAR PANEL (also see Telecommunications)	
per unit (10' x 10')	350
PIPE LINES - LEASE LINES	
STEEL	
2 In. nominal size - per mile	19,060
2 1/2 In. nominal size - per mile	25,670
3 & 3 1/2 In. nominal size - per mile	32,740
4, 4 1/2 & 5 In. nominal size - per mile	56,310
6 In. nominal size - per mile	82,680
POLY PIPE	
2 In. nominal size - per mile	10,470
2 1/2 In. nominal size - per mile	14,090
3 In. nominal size - per mile	18,010
4 In. nominal size - per mile	30,930
6 In. nominal size - per mile	45,430

PROPERTY DESCRIPTION	\$ COST - NEW
REGENERATORS (ACCUMULATOR) - (See Metering Equipment)	
REGULATORS: per unit	2,690
SAFETY SYSTEMS ONSHORE AND MARSH AREA BASIC CASE: well only well & production equipment with surface op. ssv, add OFFSHORE 0 - 3 MILES Wellhead safety system (excludes wellhead actuators) per well production train glycol dehydration system P/L pumps and LACT Compressors Wellhead Actuators (does not include price of the valve) 5,000 psi 10,000 psi and over NOTE: For installation costs - add 25%	5,380 6,200 9,300 15,500 38,760 23,280 54,260 34,090 3,860 5,790
SAMPLER - (See Metering Equipment - "Fluid Meters")	
SCRUBBERS - TWO CLASSES Class I - Manufactured for use with other major equipment and, at times, included with such equipment as part of a package unit. 8 In. Diameter Vessel 10 In. Diameter Vessel 12 In. Diameter Vessel Class II - Small "in-line" scrubber used in flow system usually direct from gas well. Much of this type is "shop-made" and not considered as major scrubbing equipment. 8 In. Diameter Vessel 12 In. Diameter Vessel NOTE: NO METERING OR REGULATING EQUIPMENT INCLUDED IN THE ABOVE.	 3,270 4,680 5,320 1,520 1,990
SEPARATORS - (No metering equipment included) Horizontal – Filter / 1,440 psi (High Pressure) 6-5/8" OD x 5'-6" 8-5/8" OD x 7'-6" 10-3/4" OD x 8'-0" 12-3/4" OD x 8'-0" 16" OD x 8'-6" 20" OD x 8'-6" 20" OD x 12'-0" 24" OD x 12'-6" 30" OD x 12'-6" 36" OD x 12'-6"	 4,790 5,210 7,310 9,820 15,790 23,330 24,560 33,100 48,300 57,420

PROPERTY DESCRIPTION	\$ COST - NEW
SEPARATORS – (No metering equipment included) (CONT'D)	
Vertical 2 – Phase / 125 psi (Low Pressure)	
24" OD x 7'-6"	5,440
30" OD x 10'-0"	5,840
36" OD x 10'-0"	12,220
Vertical 3 – Phase / 125 psi (Low Pressure)	
24" OD x 7'-6"	5,730
24" OD x 10'-0"	6,490
30" OD x 10'-0"	9,010
36" OD x 10'-0"	12,810
42" OD x 10'-0"	14,850
Horizontal 3 – Phase / 125 psi (Low Pressure)	
24" OD x 10'-0"	8,480
30" OD x 10'-0"	10,870
36" OD x 10'-0"	11,870
42" OD x 10'-0"	18,940
Vertical 2 – Phase / 1440 psi (High Pressure)	
12-3/4" OD x 5'-0"	3,220
16" OD x 5'-6"	4,790
20" OD x 7'-6"	9,120
24" OD x 7'-6"	11,050
30" OD x 10'-0"	16,840
36" OD x 10'-0"	21,810
42" OD x 10'-0"	34,910
48" OD x 10'-0"	41,170
54" OD x 10'-0"	62,330
60" OD x 10'-0"	77,950
Vertical 3 – Phase / 1440 psi (High Pressure)	
16" OD x 7'-6"	5,610
20" OD x 7'-6"	9,820
24" OD x 7'-6"	11,400
30" OD x 10'-0"	17,600
36" OD x 10'-0"	22,520
42" OD x 10'-0"	36,720
48" OD x 10'-0"	42,570

PROPERTY DESCRIPTION	\$ COST - NEW
SEPARATORS – (No metering equipment included) (CONT'D)	
Horizontal 2 – Phase / 1440 psi (High Pressure)	
16" OD x 7'-6"	5,500
20" OD x 7'-6"	8,830
24" OD x 10'-0"	12,050
30" OD x 10'-0"	18,540
36" OD x 10'-0"	23,510
42" OD x 15'-0"	47,710
48" OD x 15'-0"	55,020
Horizontal 3 – Phase / 1440 psi (High Pressure)	
16" OD x 7'-6"	8,480
20" OD x 7'-6"	9,480
24" OD x 10'-0"	13,800
30" OD x 10'-0"	19,640
36" OD x 10'-0"	28,300
36" OD x 15'-0"	31,630
Offshore Horizontal 3 – Phase / 1440 psi (High Pressure)	
30" OD x 10'-0"	40,750
36" OD x 10'-0"	38,890
36" OD x 12'-0"	56,430
36" OD x 15'-0"	58,890
42" OD x 15'-0"	91,390

PROPERTY DESCRIPTION	\$ COST - NEW
SKIMMER TANKS - (See Flow Tanks in Tanks section)	
STABILIZERS - per unit	6,020
SUMP/DUMP TANKS - (See Metering Equipment -"Fluid Tanks")	
TANKS - No metering equipment	Per Barrel*
FLOW TANKS (receiver or gunbarrel)	
50 to 548 bbl. Range	37.70
average tank size - 250 bbl.	
STOCK TANKS (lease tanks)	
100 to 750 bbl. Range	29.30
average tank size - 300 bbl.	
STORAGE TANKS (Closed Top)	
1,000 barrel	24.90
1,500 barrel	22.00
2,000 barrel	21.40
2,001 - 5,000 barrel	19.70
5,001 - 10,000 barrel	18.40
10,001 - 15,000 barrel	17.30
15,001 - 55,000 barrel	12.10
55,001 - 150,000 barrel	9.20
INTERNAL FLOATING ROOF	
10,000 barrel	35.50
20,000 barrel	24.10
30,000 barrel	17.90
50,000 barrel	15.90
55,000 barrel	15.30
80,000 barrel	13.50
100,000 barrel	11.80
* I.E.: (tanks size bbls.) x (no. of bbls.) x (cost-new factor)	
TELECOMMUNICATIONS EQUIPMENT	
MICROWAVE SYSTEM	
Telephone & data transmission	46,780
Radio telephone	3,510
Supervisory controls	
remote terminal unit, well	10,000
master station	22,810
towers (installed):	
heavy duty, guyed, per foot	580
light duty, guyed, per foot	40
heavy duty, self supporting, per foot	590
light duty, self supporting, per foot	120
equipment building, per sq. ft.	180
solar panels, per sq. ft.	60
UTILITY COMPRESSORS	
per horsepower - rated on motor	770

PROPERTY DESCRIPTION	\$ COST – NEW
VAPOR RECOVERY UNIT – No Metering Equipment 60 MCF/D or less 105 MCF/D max 250 MCF/D max	20,470 29,230 38,600
WATERKNOCKOUTS - Includes unit, backpressure valve & regulator, but, no metering equipment. 2' diam. x 16' 3' diam. x 10' 4' diam. x 10' 6' diam. x 10' 6' diam. x 15' 8' diam. x 10' 8' diam. x 15' 8' diam. x 20' 8' diam. x 25' 10' diam. x 20'	5,550 8,300 11,460 18,770 21,690 27,190 31,220 34,620 38,540 45,320

Table 907.C-2
Service Stations
Marketing Personal Property
***Alternative Procedure**

PROPERTY DESCRIPTION	\$ COST - NEW
AIR & WATER UNITS: Above ground Below ground	1,170 490
AIR COMPRESSORS: 1/3 to 1 H.P. 1/2 to 5 H.P.	1,560 2,630
CAR WASH EQUIPMENT: In Bay (roll over brushes) In Bay (pull through) Tunnel (40 to 50 ft.) Tunnel (60 to 75 ft.)	41,920 65,070 141,640 189,550
DRIVE ON LIFTS: Single Post Dual Post	7,660 8,620
LIGHTS: Light Poles (each) Lights - per pole unit	780 860
PUMPS: NON-ELECTRONIC - self contained and/or remote controlled computer Single Dual COMPUTERIZED - non-self service, post pay, pre/post pay. self contained and/or remote controlled dispensers Single Dual	3,310 4,930 5,600 7,550
READ-OUT EQUIPMENT (at operator of self service) Per Hose Outlet	1,230

PROPERTY DESCRIPTION	\$ COST - NEW
SIGNS:	
Station Signs	
6 ft. lighted - installed on 12 ft. pole	3,700
10 ft. lighted - installed on 16 ft. pole	6,770
Attachment Signs (for station signs)	
Lighted "self-serve" (4 x 11 ft.)	3,080
Lighted "pricing" (5 x 9 ft.)	3,160
High Rise Signs - 16 ft. lighted - installed on:	
1 pole	11,210
2 poles	14,660
3 poles	16,400
Attachment Signs (for high rise signs)	
Lighted "self-serve" (5 x 17 ft.)	5,960
Lighted "pricing" (5 x 9 ft.)	3,160
SUBMERGED PUMPS -(used with remote control equipment, according to number used - per unit)	3,310
TANKS - (average for all tank sizes)	
Underground - per gallon	1.90

NOTE: The above represents the cost-new value of modern stations and self-service marketing equipment. Other costs associated with such equipment are included in improvements. Old style stations and equipment should be assessed on an individual basis, at the discretion of the tax assessor, when evidence is furnished to substantiate such action.

*This alternative assessment procedure should be used only when acquisition cost and age are unknown or unavailable. Otherwise, see general business section (Chapter 25) for normal assessment procedure.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837 and R.S. 47:2326.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended LR 12:36 (January 1986), LR 13:188 (March 1987), LR 13:764 (December 1987), LR 14:872 (December 1988), LR 15:1097 (December 1989), LR 16:1063 (December 1990), LR 17:1213 (December 1991), LR 19:212 (February 1993), LR 20:198 (February 1994), LR 21:186 (February 1995), LR 22:117 (February 1996), LR 23:205 (February 1997), amended by the Department of Revenue, Tax Commission, LR 24:480 (March 1998), LR 25:313 (February 1999), LR 26:507 (March 2000), LR 27:425 (March 2001), LR 28:518 (March 2002), LR 29:368 (March 2003), LR 30:488 (March 2004), LR 31:717 (March 2005), LR 32:431 (March 2006), LR 33:492 (March 2007), LR 34:679 (April 2008), LR 35:495 (March 2009), LR 36:773 (April 2010), LR 37:

Chapter 11. Drilling Rigs and Related Equipment

§1101. Guidelines for Ascertaining the Fair Market Value of Drilling Rigs and Related Equipment

A. General - The standard for valuation of drilling rigs and related equipment is fair market value. Assessors are to value and assess each drilling rig individually with the appropriate allowance provided for depreciation and obsolescence where necessary. The recommended procedures for discovery and valuation of drilling rigs follow.

B. Discovery - Each assessor is to assess those drilling rigs located in his parish as of January 1, each year. Discovery of drilling rigs operating in a parish is the responsibility of the parish tax assessor. Personnel of each parish assessor's office should use a visual survey or other method to establish the name and location of drilling rigs operating in a particular parish on the first of the year. The Louisiana Tax Commission will assist the parish assessors by providing them a list of active drilling rigs by section, township, range and the names of the contractor and operator. The parish assessor should then contact the drilling contractor to determine if a drilling rig is currently located on the site. The drilling contractor should then be provided a notification of the assessor's intent to assess the drilling rig and a copy of LAT Form 13. The drilling contractor should also be provided a copy of LAT Form 5 on which to record the name and address of owners of leased equipment and inventories located on the drill site such as equipment, buildings, cement, etc.

C. Valuation - The valuation standard for drilling rigs and related equipment is fair market value. Fair market value for drilling rigs and related equipment, when using the cost approach, is to be achieved through use of the information provided the assessor on LAT Form 13. The assessor shall take the depth of operating capability or engine rated horsepower and apply the appropriate assessment of the drilling rig as presented in Table 1103.A, 1103.B, 1103.C or 1103.D, as appropriate.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837 and R.S. 47:2326.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended LR 15:1097 (December 1989), LR 16:1063 (December 1990), LR 22:117 (February 1996), amended by the Department of Revenue, Tax Commission, LR 24:487 (March 1998).

§1103. Drilling Rigs and Related Equipment Tables

TABLE 1103.A
LAND RIGS

DEPTH "0" TO 7,000 FEET

DEPTH (FT.)	FAIR MARKET VALUE	ASSESSMENT
	\$	\$
3,000	684,300	102,600
4,000	788,700	118,300
5,000	1,056,700	158,500
6,000	1,440,800	216,100
7,000	1,899,600	284,900

DEPTH 8,000 TO 10,000 FEET

DEPTH (FT.)	FAIR MARKET VALUE	ASSESSMENT
	\$	\$
8,000	2,397,400	359,600
9,000	2,904,500	435,700
10,000	3,397,200	509,600

DEPTH 11,000 TO 15,000 FEET

DEPTH (FT.)	FAIR MARKET VALUE	ASSESSMENT
	\$	\$
11,000	3,857,400	578,600
12,000	4,273,200	641,000
13,000	4,638,600	695,800
14,000	4,953,200	743,000
15,000	5,222,900	783,400

DEPTH 16,000 TO 20,000 FEET

DEPTH (FT.)	FAIR MARKET VALUE	ASSESSMENT
	\$	\$
16,000	5,459,200	818,900
17,000	5,679,700	852,000
18,000	5,907,800	886,200
19,000	6,172,800	925,900
20,000	6,510,000	976,500

DEPTH 21,000 + FEET

DEPTH (FT.)	FAIR MARKET VALUE	ASSESSMENT
	\$	\$
21,000	6,960,600	1,044,100
25,000 +	7,571,400	1,135,700

Barges (Hull)

Assess Barges (Hull) at 25 percent of the assessment for the rig value bracket, and add this to the proper rig assessment to arrive at total for barge and its drilling rig.

Living quarters are to be assessed on an individual basis.

TABLE 1103.B
JACK-UPS

TYPE	WATER DEPTH RATING	FAIR MARKET VALUE	ASSESSMENT
IC	0-199 FT.	\$ 50,000,000	\$ 7,500,000
	200-299 FT.	100,000,000	15,000,000
	300 FT. and Deeper	200,000,000	30,000,000
IS	0-199 FT.	15,000,000	2,250,000
	200-299 FT.	25,000,000	3,750,000
	300 FT. and Deeper	30,000,000	4,500,000
MC	0-199 FT.	5,000,000	750,000
	200-299 FT.	10,000,000	1,500,000
	300 FT. and Deeper	40,000,000	6,000,000
MS	0-249 FT.	10,500,000	1,575,000
	250 FT. and Deeper	20,670,000	3,100,500

IC - INDEPENDENT LEG CANTILEVER
 IS - INDEPENDENT LEG SLOT
 MC - MAT CANTILEVER
 MS - MAT SLOT

TABLE 1103.C
SEMISUBMERSIBLE RIGS

WATER DEPTH RATING	FAIR MARKET VALUE	ASSESSMENT
	\$	\$
0 - 800 FT.	45,700,000	6,855,000
801 - 1,800 FT.	81,875,000	12,281,300
1,801 - 2,500 FT.	150,000,000	22,500,000
2,501 FT. and Deeper	400,000,000	60,000,000

1. The fair market values and assessed values indicated by the tables above for drilling rigs are based on the current market (sales) appraisal approach and not the cost approach.

2. These tables assume complete rigs in good condition. If it is documented to the assessor that any drilling rig is incomplete or is in less than good condition, these amounts should be adjusted.

3. Significant variations from the "Good" condition are possible and must be considered when the drilling rig is valued. These variations in condition are acknowledged by HADCO in the newsletter pricing. Conditions from "poor" to "excellent" are priced for all depth ratings. If adjustments are needed, the most recent HADCO newsletter shall be used to determine the proper adjustment condition.

a. Significant factors that would DOWNGRADE the condition can be identified by:

i. a detailed estimate and description of substantial capital repairs needed on the rig and/or rig data sheet verifying the rig is of outdated technology (mechanical rig or the like)

b. Significant factors that would UPGRADE the condition can be identified by:

i. a rig manufactured date on the LAT form of less than three (3) years old.

TABLE 1103.D
WELL SERVICE RIGS
LAND ONLY (GOOD CONDITION)

Class	Mast	Engine	Fair Market Value (RCNLD)	Assessment
I	72' X 125M# 75' X 150M#	6V71	180,000	27,000
II	96' X 150M# 96' X 180M# 96' X 185M# 96' X 205M# 96' X 210M# 96' X 212M# 96' X 215M#	8V71	230,000	34,500
III	96' X 240M# 96' X 250M# 96' X 260M# 102' X 215M#	8V92	300,000	45,000
IV	102' X 224M# 102' X 250M# 103' X 225M# 103' X 250M# 104' X 250M# 105' X 225M# 105' X 250M#	12V71	340,000	51,000
V	105' X 280M# 106' X 250M# 108' X 250M# 108' X 260M# 108' X 268M# 108' X 270M# 108' X 300M#	12V71 12V92	432,000	64,800
VI	110' X 250M# 110' X 275M# 112' X 300M# 112' X 350M#	12V71 (2) 8V92	485,000	72,800
VII	117' X 215M#	(2) 8V92 (2) 12V71	515,000	77,300

1. The RCNLD values given in the table above for service rigs have been determined with 60% default depreciation rate. The HADCO data for RCN of service rigs does not contain a stated condition (excellent, good, fair, etc.) similar to drilling rigs.

E. Consideration of Obsolescence

1. Functional and/or economic obsolescence is a loss in value of personal property above and beyond physical deterioration. Functional and/or economic obsolescence shall be considered in the analysis of fair market value as substantiated by the taxpayer in writing. Consistent with Louisiana R.S. 47:1957, the assessor may request additional documentation.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837 and R.S. 47:2323.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended LR 10:939 (November 1984), LR 12:36 (January 1986), LR 13:188 (March 1987), LR 16:1063 (December 1990), LR 17:1213 (December 1991), LR 22:117 (February 1996), LR 23:205 (February 1997), amended by the Department of Revenue, Tax Commission, LR 24:487 (March 1998), LR 25:315 (February 1999), LR 26:508 (March 2000), LR 27:426 (March 2001), LR 28:519 (March 2002), LR 30:488 (March 2004), LR 31:718 (March 2005), LR 32:431 (March 2006), LR 33:493 (March 2007), LR 34:683 (April 2008), LR 35:497 (March 2009), LR 36:778 (April 2010), LR 37:

Chapter 13. Pipelines

§1301. Guidelines for Ascertaining The Fair Market Value of Pipelines

A. General

1. Pipelines, except those regulated pipelines, which are assessed as public service properties as provided by R.S. 47:1851(K), are to be assessed by parish assessors. Two separate classes of pipelines are identified because of differences in function, design and quality. The two classes are "lease lines", which are generally of lower quality, subject to changes in routes, etc.; and, "other pipelines", which are generally larger and of higher quality.

2. Both classes of pipelines are to be assessed in the taxing district where located. A copy of LAT Form 14 is to be provided the pipeline owner. Surface equipment associated with pipelines (compressor stations, booster stations, etc.) are to be reported separately on LAT Form 5. Surface pipeline related equipment is to be valued individually at cost factored to current value less physical deterioration. Pipelines are to be valued for assessment purposes at cost less physical deterioration. A cost schedule is provided for the various sizes of "other pipelines" (See Tables 1307.A and 1307.B). Represented in these schedules is the cost-new, as of the appropriate assessment date, for the different size pipelines. This cost is to be reduced for the appropriate allowance for physical deterioration (See Table 1307.C), based on the age of the pipeline, by multiplying replacement cost by the appropriate percent good factor. Functional and/or economic obsolescence shall be considered in the analysis of fair market value as substantiated by the taxpayer in writing. Consistent with Louisiana R.S. 47:1957, the assessor may request additional documentation.

B. Lease lines. The category "lease lines" represents pipelines which are generally in the 2 inches to 6 inches size range. These pipelines are considered to be subject to changes in routes due to equipment and well requirements; and, generally are not of the same quality as "other pipelines". These lines are generally associated with wells and surface equipment on the oil and gas production field. Fiberglass and plastic lines which are now being used in some areas are also covered in this category. Refer to oil and gas properties section, surface equipment (See Table 907.C-1) for "lease lines".

C. Other pipelines. The category "other pipelines" is generally represented by the larger gathering and transmission pipelines, but includes all lines, other than plastic, 2 inches and larger in diameter. This class of pipelines is normally of better quality, requiring more rigid controls, and not subject to changes in routes as are "lease lines". Tables 1307.A and 1307.B describe the cost-new per mile for various size pipelines in the "other pipelines" category.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837 and R.S.

47:2323.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended LR 10:940 (November 1984), LR 12:36 (January 1986), LR 13:188 (March 1987), LR 13:764 (December 1987), LR 15:1097 (December 1989), amended by the Department of Revenue, Tax Commission, LR 24:488 (March 1998), LR 35: (March 2009).

§1303. Instructions for Reporting "Other Pipelines"

A. A separate LAT Form 14 must be used for each ward and tax district (viz., levee districts, drainage districts, special district, etc. - ward). An attachment in lieu of the form is permitted only if information is in the same sequence. The LAT Form 14 may be reproduced and used as an attachment. However, all attachments must be properly identified and attached to the original which is signed and dated.

B. If information is not complete and the LAT Form 14 is not properly prepared, report will be returned for further compliance.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837 and R.S. 47:2326.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982).

§1305. Reporting Procedures

A. Each pipe size, type and length in miles must be reported separately.

B. Each form will cover four listings with sufficient space provided to indicate location of each, viz: from lease or facility to junctions of lines of other companies or to lines assessed by the Tax Commission, from ward line to ward line (according to taxing districts), etc.

C. Use schedules adopted by the Louisiana Tax Commission and report cost per mile, calculate and extend "total replacement cost".

D. Year installed will determine tax age and percent good, unless conditions warrant change.

E. Refer to current cost tables (1307.A and 1307.B) and depreciation guidelines (Table 1307.C), adopted by the Louisiana Tax Commission. Yearly depreciation will be allowed according to actual age, on an economic life of 26.5 years, however, as long as pipeline is in place and subject to operation, the remaining percent good shall not be lower than that allowed for the maximum actual age shown in Table

1307.C.

F. Assessment will be based on fair market value. Functional and/or economic obsolescence shall be considered in the analysis of fair market value as substantiated by the taxpayer in writing. Consistent with Louisiana R.S. 47:1957, the assessor may request additional documentation.

G. Pipeline sales, properly documented, should be considered by the assessor as the fair market value, provided the sale meets all tests relative to it being a valid sale.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended LR 10:940 (November 1984), LR 17:1213 (December 1991), amended by the Department of Revenue, Tax Commission, LR 24:488 (March 1998), LR 25:316 (February 1999), LR 26:508 (March 2000), LR 35:498 (March 2009), LR 36:778 (April 2010), LR 37:

§1307. Pipeline Transportation Tables

Table 1307.A
Current Costs for Other Pipelines (Onshore)

Diameter (inches)	Cost Per Mile	15% of Cost Per Mile
2	\$ 168,280	\$ 25,240
4	196,690	29,500
6	229,900	34,490
8	268,710	40,310
10	314,080	47,110
12	367,100	55,070
14	429,080	64,360
16	501,520	75,230
18	586,190	87,930
20	685,160	102,770
22	800,830	120,120
24	936,030	140,400
26	1,094,060	164,110
28	1,278,760	191,810
30	1,494,650	224,200
32	1,746,980	262,050
34	2,041,920	306,290
36	2,386,650	358,000
38	2,789,580	418,440
40	3,260,540	489,080
42	3,811,000	571,650
44	4,454,400	668,160
46	5,206,410	780,960
48	6,085,390	912,810

Note: Excludes river and canal crossings.

Table 1307.B
Current Costs for Other Pipelines (Offshore)

Diameter (inches)	Cost Per Mile	15% of Cost Per Mile
6	\$ 958,220	\$ 143,730
8	969,000	145,350
10	978,300	146,750
12	995,790	149,370
14	1,021,480	153,220
16	1,055,370	158,310
18	1,097,450	164,620
20	1,147,730	172,160
22	1,206,210	180,930
24	1,272,890	190,930
26	1,347,760	202,160
28	1,430,820	214,620
30	1,522,090	228,310
32	1,621,550	243,230
34	1,729,210	259,380
36	1,845,060	276,760
38	1,969,110	295,370
40	2,101,360	315,200
42	2,241,800	336,270
44	2,390,450	358,570
46	2,547,280	382,090
48	2,712,320	406,850

Table 1307.C
 Pipeline Transportation
 Allowance for Physical Deterioration
 (Depreciation)

Actual Age	26.5 Year Life Percent Good
1	98
2	96
3	94
4	91
5	88
6	86
7	83
8	80
9	77
10	73
11	70
12	67
13	63
14	60
15	56
16	52
17	48
18	44
19	39
20	35
21	33
22	30
23	28
24	26
25	25
26	23
27 and older	20 *

* Reflects residual or floor rate.

Note: See §1305.G (page PL-3) for method of recognizing economic obsolescence.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837 and R.S. 47:2323.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended LR 10:941 (November 1984), LR 12:36 (January 1986), LR 16:1063 (December 1990), amended by the Department of Revenue, Tax Commission, LR 24:489 (March 1998), LR 25:316 (February 1999), LR 26:509 (March 2000), LR 27:426 (March 2001), LR 31:719 (March 2005), LR 32:432 (March 2006), LR 33:494 (March 2007), LR 34:684 (April 2008), LR 35:499 (March 2009), LR 36:778 (April 2010), LR 37:

Chapter 15. Aircraft

§1501. Guidelines for Ascertaining the Fair Market Value of Aircraft

A. General

1. Airplanes and helicopters, except those owned by a company engaged in the business of transporting passengers and/or property for hire on regularly scheduled flights, which are assessed as public service properties, are subject to valuation and assessment by parish assessors.

2. Antique airplanes, those manufactured at least 25 years ago, and not being used in commerce, are exempt from personal property taxes. Any aircraft weighing less than 6,000 pounds, which is owned by a private individual and not used for commercial or profit-making purposes is also exempt from personal property taxes (R.S. 47:6001).

3. Crop dusting airplanes used exclusively for agricultural purposes are exempt from personal property taxes (R.S. 47:1707).

4. As with other forms of personal property, aircraft are to be taxed where situated on January 1. Fair market value is the standard for valuation of aircraft. When determining the three approaches to value, the assessor may use any industry recognized manual/manuals for weighting and correlating current market conditions as a part of the fair market valuation process. The procedures for discovery and valuation of aircraft follow.

B. Valuation When Using the Cost Approach. Fair market value is the valuation standard for aircraft. The assessor shall estimate the fair market value of each aircraft having situs in his parish through use of the information provided him on LAT Form 15. The same procedure shall be used as for other forms of machinery and equipment. That is, the original cost of the aircraft will be brought up to current value through use of the appropriate cost index, percent good factors and composite multipliers appearing in Table 1503.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837, R.S. 47:1952, R.S. 47:2323, R.S. 47:2326, R.S. 47:6001 and R.S. 47:1707.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended LR 10:942 (November 1984), LR 12:36 (January 1986), LR 13:188 (March 1987), LR 16:1063 (December 1990), LR 19:212 (February 1993), LR 20:198 (February 1994), amended by the Department of Revenue, Tax Commission, LR 32:433 (March 2006).

§1503. Aircraft (Including Helicopters) Table

Table 1503
Aircraft (Including Helicopters)

Cost Index (Average)		Average Economic Life (20 Years)		
Year	Index	Age	Percent Good	Composite Multiplier
2010	0.993	1	97	.96
2009	0.985	2	93	.92
2008	1.013	3	90	.91
2007	1.053	4	86	.91
2006	1.111	5	82	.91
2005	1.162	6	78	.91
2004	1.250	7	74	.90
2003	1.293	8	70	.89
2002	1.315	9	65	.85
2001	1.323	10	60	.79
2000	1.334	11	55	.73
1999	1.358	12	50	.68
1998	1.362	13	45	.61
1997	1.374	14	40	.55
1996	1.396	15	35	.49
1995	1.418	16	31	.44
1994	1.469	17	27	.40
1993	1.510	18	24	.36
1992	1.539	19	22	.34
1991	1.558	20	21	.33
1990	1.589	21	20	.32

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837 and R.S. 47:2323.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended LR 10:943 (November 1984), LR 12:36 (January 1986), LR 13:188 (March 1987), LR 13:764 (December 1987), LR 14:872 (December 1988), LR 15:1097 (December 1989), LR 16:1063 (December 1990), LR 17:1213 (December 1991), LR 19:212 (February 1993), LR 20:198 (February 1994), LR 21:186 (February 1995), LR 22:117 (February 1996), LR 23:206 (February 1997), amended by the Department of Revenue, Tax Commission, LR 24:490 (March 1998), LR 25:316 (February 1999), LR 26:509 (March 2000), LR 27:427 (March 2001), LR 28:520 (March 2002), LR 29:370 (March 2003), LR 30:489 (March 2004), LR 31:719 (March 2005), LR 32:433 (March 2006), LR 33:495 (March 2007), LR 34:685 (April 2008), LR 35:499 (March 2009), LR 36:779 (April 2010), LR 37:

Chapter 17. Inventories

§1701. Guidelines for Ascertaining the Fair Market Value of Inventories

A. Definition of Inventory. The term "inventory" is defined as the aggregate of those items of tangible personal property, which are:

1. held for sale in the ordinary course of business;
2. are currently in the process of production for subsequent sale;
3. are ultimately to be consumed in the production of the goods or services to be available for sale; or,
4. are utilized in marketing or distribution activities.

B. The term "inventory" embraces the following:

1. goods awaiting sale--goods or commodities awaiting sale which include, but, are not limited to: the merchandise of a retail or wholesale concern; the finished goods of a manufacturer; commodities from farms, mines and quarries; goods which are used or trade-in merchandise and by-products of a manufacturer;
2. work in process--goods or commodities which are in the course of production, i.e., work in process;
3. raw materials and supplies--goods which will be consumed or used in either the Louisiana manufacturing process or in any other manner by the taxpayer, directly or indirectly. This category would include, but, not be limited to: raw materials, supplies, repair parts, expendable tools and samples.
4. does not include oil stored in tanks held by a producer prior to the first sale of the oil. Oil stored in tanks held by a producer prior to the first sale of the oil, shall not be subject to ad valorem tax.

C. Inventory Records. The law provides that: all persons engaged in business in the state, whose gross sales shall be in excess of \$15,000, shall make and keep an inventory of their merchandise, fixtures, machinery, equipment and other assets within the state showing the quantity, description and value thereof as of the first day of January of each year; such persons shall likewise make and keep on hand a true and accurate record of all other business transactions had in connection with their stores, mercantile or manufacturing establishments.

Note: See addendum for record requirements

D. Inspection of Inventories and Records

1. The law provides that: these inventories and records shall be separately made for and kept on hand in each store or establishment within the state. The inventories and records for more than one establishment belonging to the same person may be kept for inspection at one place of business within the state.

2. Such records shall be open for inspection by the tax assessor or any of his deputies, or any other taxing authority, at any reasonable time and shall be made in such a manner as to segregate the stores or establishments from each other and from those in other parishes.

3. Information as to the place where such inventories and records are kept shall be given the tax assessor and deputies and other taxing authorities on demand.

4. When demanded by one of the officers, the inventories and records shall be produced and the officers afforded the opportunity to make a complete and thorough examination of the inventory and records for the purpose of ascertaining the proper assessment to be made on the property of such person.

E. Preservation of Inventory Records. The law provides that: the inventories and records herein provided to be made and kept on hand as herein provided for a period of three years from December 31 of the year for which they were made or kept (R.S. 47:1961).

F. Reporting of Inventory. All persons, engaged in a business in the state, shall report, on LAT Form 5, a full and accurate disclosure of all merchandise on hand without respect as to whether or not all items are recorded on the person's accounting records.

Note: See addendum for reporting requirements

G. Inventory Values. The law provides that: in the assessment of merchandise or stock in trade on hand, the inventory value of the merchandise shall be ascertained by computing the cost or purchase price at the point of origin, plus the carrying charges to the point of destination, and the average value as so determined during the year preceding the calendar year in which the assessment is made shall be the basis for fixing the assessed value (R.S. 47:1961).

H. Assessment of Inventory. The assessed value shall be based upon 15 percent of the average inventory cost for the preceding calendar or fiscal year. Any

inventory that existed less than a full year shall be averaged for the months it had situs at the reported location. However, this does not mean to annualize the monthly inventory costs if less than 12 months are used to calculate the average inventory to be assessed.

Note: See addendum for assessment guidelines

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837 R.S. 47:2322 and Louisiana Constitution, Article VII, §4(B).

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended LR 13:188 (March 1987), LR 23:207 (February 1997), amended by the Department of Revenue, Tax Commission, LR 31: (March 2005).

§1703. Addendum

A. Addendum for Record Requirements

1. Proper records require that in addition to the above stated, should also include, but, is not limited to, a copy of the following:

- a. the annual report for the business;
- b. federal income tax return;
- c. Louisiana state income tax return;
- d. dealer manufacturer's operating reports - monthly;
- e. floor plan statements - monthly;
- f. insurance valuations and policies;
- g. other inventory reports filed with state agencies - monthly, eg. (La. Dept. of Natural Resources Reports R-2, R-3, R-5T and R-6).

2. All reports are to be kept open and available for inspection by the tax assessor or his deputy, or other taxing authorities on demand.

B. Addendum for Reporting Requirements

1. The LAT Form 5 is required for each business location. If items of inventory are exempt under La. Const. Art. VII, §21(D-3), they must be reported in Section 1 (or attachment, if required), with type, number of units but, without valuation.

Notation must be made that this inventory qualifies for exemption under the subject article.

2. Inventories are to be reported on the actual physical inventory taken either at each month's end or taken at three points in the year (opening, mid & closing).

3. For reporting purposes, the value of this inventory is the average cost, production or purchase, at point of origin, plus carrying charges to the point of destination, for the preceding year. The accounting method used should be noted on the LAT form.

C. Addendum for Assessment Guidelines

1. There are a variety of generally accepted cost accounting methods for valuing inventory, such as LIFO (Last-in; First-out), which may not reflect a current fair market value for ad valorem tax purposes.

2. As a part of the assessment-appraisal process, an adjustment to the cost or value reported for the inventory on LAT Form 5 may be necessary to establish the current fair market value of the reported inventory.

3. The assessor-appraiser should request the additional taxpayer records (See: Addendum for Records) in order to determine what, if any, adjustment is necessary to bring the reported inventory value to fair market value.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837, R.S. 47:1961 and R.S. 47:2326.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended LR 10:921 (November 1984), LR 15:1097 (December 1989).

§1705. Guidelines Pertaining to Specific Merchandise Inventories

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837 and R.S. 47:2322.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 13:188 (March 1987), amended LR 13:764 (December 1987), LR 14:872 (December 1988), LR 15:1097 (December 1989), LR: 16:1063 (December 1990), LR 17:1213 (December 1991), LR 21:186 (February 1995), repealed by the Department of Revenue, Tax Commission, LR 24:490 (March 1998).

§1707. Forms -- Inventories

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837, R.S. 47:1961 and R.S. 47:2322.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation,

Tax Commission LR 13:764 (December 1987), amended LR 15:1097 (December 1989), LR 16:1063 (December 1990), LR 21:186 (February 1995), repealed by the Department of Revenue, Tax Commission, LR 24:490 (March 1998).

Chapter 19. Leasehold Improvements

§1901. Guidelines for Ascertaining the Fair Market Value of Leasehold Improvements

A. Leasehold improvements are expenditures by the lessee to property of the lessor to make the property adaptable to the lessee's use. Such expenditures can be either real or personal property in nature.

B. Expenditures classified as real property shall be assessed like all other real property.

C. For expenditures classified as personal property, the fair market value shall be determined in the same manner as machinery and equipment, office furniture and fixtures, and other personal property of businesses. Refer to the guidelines for ascertaining the fair market value of office furniture and equipment, machinery and equipment, and other assets used in the general business assets section (§2501).

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837 and R.S. 47:2323.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended LR 13:764 (December 1987).

§1903. Reporting and Assessment of Leasehold Improvements

Leasehold improvements shall be reported by and assessed to the lessee in the taxing district where the property is located as of January 1 (August 1 for Orleans Parish) of each year.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1952.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982).

Chapter 21. Leased Equipment

§2101. Guidelines for Ascertaining the Fair Market Value of Leased Equipment

A. All leased personal property shall be reported, itemized by and assessed to the lessor, in the taxing district where the property is located on January 1 of each year, on LAT Form 5. The lessee shall be required to furnish the owner's name and address on LAT Form 5.

B. The assessor may utilize the cost, income or market approach to valuation, and will utilize the approach that is most representative of fair market value.

C. In applying the cost approach, leased equipment shall be classified by activity/type and the appropriate cost index and percent good table used in the same manner as for other like equipment.

D. The lessor shall submit to each assessment jurisdiction, the age and original selling price-new of this equipment. The original selling price-new shall include transportation, installation cost and sales tax.

E. The lessor shall furnish the assessor with a listing of equipment, by location, for each taxing district and shall submit information concerning income from each lease, if requested by the assessor.

F. Equipment Restricted for Sale by the Federal Government

Postage meters. The methodology to value this equipment shall be to multiply the average production cost by a level of trade factor of 2.068. This will represent fair market value for such property.

G. Consideration of Obsolescence When Using the Cost Approach. Functional and/or economic obsolescence shall be considered in the analysis of fair market value as substantiated by the taxpayer in writing. Consistent with Louisiana R.S. 47:1957, the assessor may request additional documentation.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1952 and R.S. 47:2323.

HISTORICAL NOTE: Promulgated by the Louisiana Tax Commission, LR 4:209 (May 1978), amended by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), LR 10:40 (January 1984), LR 13:248 (April 1987), LR 13:764 (December 1987), LR 16:1063 (December 1990), LR 17:1213 (December 1991), LR 35: (March 2009).

Chapter 23. Insurance Companies

§2301. Guidelines for Ascertaining the Fair Market Value of Insurance Companies

A. The Tax Commission will assess insurance companies with a taxable situs within the state of Louisiana at 15 percent of the average monthly amount of direct premiums written during the previous year.

B. Credit assessments of insurance companies shall be allocated to the parish where the company's official domicile is registered and/or recorded or, lacking same, to the parish of domicile of its designated principal agent pursuant to R.S. 47:1952(C).

C. The secretary of state will act as agent for service of process for those companies operating within Louisiana which do not designate a principal agent. In these cases, the secretary of state will become the non-reporting insurance company's principal agent for taxation purposes and the appropriate assessment will be allocated to the parish where the secretary of state's office is located (East Baton Rouge Parish).

AUTHORITY NOTE: Promulgated in accordance with La. Constitution of 1974, Article VII, Section 21, R.S. 47:1709, R.S. 47:1837 and R.S. 47:2323.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended LR 15:1097 (December 1989), LR 20:198 (February 1994), amended by the Department of Revenue, Tax Commission, LR 25: (February 1999).

§2303. Exemption of Life Insurance Companies and Other Insurance Premiums

Life insurance companies and accident & health premiums are exempted from ad valorem taxation by Louisiana statute. In addition, national flood plan and multiple peril crop premiums are exempt by virtue of their being programs underwritten by the United States government.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1954.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended by the Department of Revenue, Tax Commission, LR 25: (February 1999).

Chapter 25. General Business Assets

§2501. Guidelines for Ascertaining the Fair Market Value of Office Furniture and Equipment, Machinery and Equipment and Other Assets Used In General Business Activity

A. Because the information necessary to use the market and income approaches to value is generally not available, the fair market value of office furniture and equipment, machinery and equipment and other assets used in general business activity can generally best be estimated by the cost approach. This approach allows the assessors across the State of Louisiana to fairly and uniformly assess business and industrial personal property, while, at the same time, allowing each assessor the discretion that is necessary to accommodate modernization, facelifting of equipment, and obsolescence.

B. The following data is required to use the cost approach to value:

1. total acquisition costs of equipment including freight, installation, taxes and fees, as well as, date of purchase;
2. an index that adjusts the cost for the effects of inflation;
3. the average expected economic life of the equipment;
4. a typical depreciation schedule for the equipment; and
5. information to determine external (economic) and/or functional obsolescence, if any.

C. The assessor should obtain from the taxpayer the acquisition cost of the equipment, the actual age of the equipment, and any information that may reflect on the average economic life and fair market value of the equipment. These regulations, as adopted by the Louisiana Tax Commission, contain guidelines for average economic life, typical depreciation schedules and cost indices.

D. Three different procedures are defined for establishing fair market value when using the cost approach: Procedure 1 shall be used for the typical business and industrial personal property which has an average economic life equal to the guidelines, and that has not incurred any external (economic) and/or functional obsolescence. Alternative Procedure 2 should only be used for the business and industrial personal property which has an average life that is either lower or higher than the guidelines. Alternative Procedure 3 should only be used for the business and industrial personal property that has incurred external (economic) and/or functional obsolescence. An assessor or taxpayer wishing to deviate from Procedure 1 shall bear the burden of proving that the alternative procedure elected establishes the fair market value of the property.

E. Composite multipliers are computed for the assessor in Procedure 1 and presented in Table 2503.D. These tables shall be updated annually by the Tax Commission in order to comply with uniform assessment of personal property.

F. Procedure 1

1. This procedure for establishing the fair market value of business and industrial personal property (excluding oil and gas properties, drilling rigs, inventories and leased equipment), includes these steps:

a. classify the personal property according to the classifications listed in Table 2503.A;

b. the classification table will refer the assessor to the correct composite multiplier table. The composite multiplier is a composite of the cost index and the percent good;

c. select the correct composite multiplier from this table, based on the actual age of the equipment (See example below);

d. multiply the composite multiplier times the acquisition cost of the equipment. The result is the fair market value of the equipment.

e. in the year in which the personal property has reached its minimum percent good, the applicable composite multiplier in use at that time is "frozen". For the assessment years that follow, the RCNLD value does not change until the personal property is permanently taken out of service. An exception to this rule applies when the property has been reconditioned to extend its remaining economic life.

2. For example, the age 1 composite multiplier applies to personal property purchased the year prior to the year it is being assessed (two years back for Orleans Parish) and so on for the other ages.

G. Alternative Procedure 2

1. If an assessor determines that economic lives are over or understated for certain personal property, an appropriate composite multiplier can be derived as illustrated below:

a. select the average economic life of the personal property based on information available;

b. go to Table 2503.C and select the percent good based upon the actual age of the property;

c. select the appropriate cost index from Table 2503.B based on
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the year of acquisition;

d. multiply the percent good times the cost index to calculate the composite multiplier;

e. multiply the composite multiplier times the acquisition cost of the personal property in order to derive the fair market value of the personal property.

f. in the year in which the personal property has reached its minimum percent good, the applicable composite multiplier in use at that time is "frozen". For the assessment years that follow, the RCNLD value does not change until the personal property is permanently taken out of service. An exception to this rule applies when the property has been reconditioned to extend its remaining economic life.

2. This procedure should only be used if the assessor has proof that the average economic life of the personal property is different from the average economic life as provided in the guidelines. Otherwise, use Procedure 1 to calculate the fair market value.

H. Alternative Procedure 3

1. This procedure should be used only if external (economic) and/or functional obsolescence has affected the fair market value of the business and industrial personal property. External (economic) and/or functional obsolescence are defined in Section 301 of these rules and regulations. Negative economic obsolescence may occur resulting in a positive adjustment known as munificence.

2. The steps are:

a. acquire the acquisition cost and year acquired of the personal property;

b. multiply the acquisition cost times the cost index that corresponds to the year acquired from Table 2503.B;

c. multiply the number derived in Step b. by the percent good that corresponds to the year acquired from Table 2503.C.;

d. adjust the number derived in Step c. for functional obsolescence/munificence, if any;

e. adjust the number derived in Step d. for external (economic) obsolescence, if any; the result is the fair market value of personal property that has been affected by external (economic) and/or functional obsolescence/munificence.

f. in the year in which the personal property has reached its

minimum percent good, the applicable composite multiplier in use at that time is “frozen”. For the assessment years that follow, the RCNLD value does not change until the personal property is permanently taken out of service. An exception to this rule applies when the property has been reconditioned to extend its remaining economic life.

3. Procedure 3 shall be used to develop fair market value when supporting data for the analysis of economic and/or functional obsolescence has been submitted.

4. If external (economic) and/or functional obsolescence/munificence, when documented and supported by the taxpayer, is not included in the valuation when warranted, a value greater or lower than fair market value will result.

5. Otherwise, use Procedure 1 to calculate the fair market value.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:2323.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended LR 10:943 (November 1984), LR 12:36 (January 1986), LR 15:1097 (December 1989), LR 16:1063 (December 1990), LR 17:1213 (December 1991), LR 19:212 (February 1993), amended by the Department of Revenue, Tax Commission, LR 31:719 (March 2005), LR 33:495 (March 2007), LR 34:685 (April 2008), LR 35: (March 2009).

2503. Tables Ascertaining Economic Lives, Percent Good and Composite Multipliers of Business and Industrial Personal Property

Table 2503.A
Suggested Guidelines For Ascertaining
Economic Lives of Business and Industrial
Personal Property

The following alphabetical list includes most of the principal activities and types of machinery and equipment used in business throughout this state. The years shown represent an estimate of the average economic life of the equipment as experienced by the particular business or industry. The actual economic life of the assets of the business under appraisal may be more or less than the guidelines shown. The assessor must use his best judgment, in consultation with the property owner, in establishing the economic life of the property under appraisal.

Business Activity/Type of Equipment	Average Economic Life In Years
Agricultural Machinery & Equipment	10
Feed Mill Equipment (Production Line)	20
Air Conditioning & Heat Repair	10
Air Conditioning Single Room Unit	8
Aircraft Parts Mfg. M & E	12
All Terrain Vehicles	10
Aluminum Industry M & E	20
Amusement Devices (Music, Pinball Mach., etc.)	12
Inflatable Air Bouncers	5
VCR & DVD Players	5
Video Games	3
Video Poker Gaming Equipment	5
Amusement & Theme Parks	12
Antenna (ex. Mounted on Towers) for CATV, etc.	8
Apparel Mfg. M & E	20
Auto Parts Retail	10
Auto Quick Service	10

Auto Repair M & E	8
Diagnostic Equipment (Electronic)	5
Paint Booths	15
Small Tools	5
Bakeries:	
Industrial (i.e. Holsum, Sunbeam Bread)	20
Commercial (i.e. Albertson's, Mom & Pop, etc.)	12
Banks	
Alarm Systems	5
Automatic Teller Machines (ATM's)	8
Encoders	10
Furniture & Fixtures	12
Safety Deposit Boxes	25
Vault Doors	25
Video Equipment	5
Barber & Beauty Shops	10
Tanning Beds	10
Billboards, Poster Panels & Bulletin Boards	15
Bleach Mfg. M & E	12
Blueprinting, Photostating, Mimeographing & Lithographing (non - electronic)	10
Boat Molds (fiberglass)	8
Book Bindery	12
Bottling & Soft Drinks Mfg. M & E	20
Bowling Lanes	12
Automatic Pinsetters & other M & E	10
Brewing & Distilling M & E	20
Butcher Shops	12
C.A.T.V. Equipment	
Cablevision Systems	10
Headend Active (Equipment & Tower)	8
House Drops & Converters	3
P & E (Distribution)	10
Test Equipment & Tools	5
Tower	20
Cabinet Shop M & E	8

Candy & Confections Mfg. M & E	12
Cannery M & E	20
Car Wash (5 min. & coin-op)	10
Cash Registers & Scanners (Also See Supermarkets)	5
Cellular/PCS	
Antennas	6
Cellular/PCS Telephone Handsets	3
Electronics	6
Leasehold Improvements	15
Power and Batteries	6
Switching	6
Towers – Cellular/PCS and Microwave	20
Transmission	6
Cement, Clay & Brick Prods. Mfg. M & E	20
Chemical Industry M & E	15
Chiropractic Equipment	10
Clothing Mfg. M & E	20
Cocktail & Beer Bars	10
Coin-op Machines	10
Cold Storage Warehouse Equipment	12
Compressors (General Business Assets Only)	12
Computers	
Desktops	3
Handhelds	3
Laptops	3
Main Frame	5
Midrange	5
Peripherals	3
Personal Computers	3
Servers	5
Concrete Products M & E	20

Construction M & E	
Cranes, Crawler	20
General Construction	10
Asphalt Plants	
Portable	10
Stationary	12
Land Clearing	10
Marine Construction	
Ships & Vessels	20
Pleasure Craft	12
Mobile Telescopic	8
Road Construction (heavy)	10
Rock Crushing	
Portable	10
Stationary	12
Sewer & Utilities	10
Well Drilling (other than O & G)	10
Container Mfg. M & E	20
Converters (Residential Type)	3
Coolers (walk-in)	12
Coolers	
Water (Installed/Water Fountain)	10
Water (Portable)	5
Water Bottles (5 gallon)	3
Copy Machines	3
Costumes (rental)	5
Cotton Gins	12
Cranes (crawler)	20
Credit Card Machine (In Store Swipe-type)	5
Credit Card Machines (See Supermarket POS)	
Dairy Processing M & E	20
Day Care (Exclude Office, Kitchen & Computer Assets)	5
Dental Equipment	12
Department Store Furniture & Equipment	12
Dies & Molds	10
Digital Cameras & Recorders	5

Dispensing Machinery (coin-op)	10
Distilling & Brewing M & E	20
Doctors, Dentists & Professional Equipment	12
Drug Store F & F	12
Dry Cleaning & Laundry M & E (Except Coin-op)	12
(Coin-op)	5
Electrical Generating	
Gas & Diesel	10
Steam	25
Electrical Mfg. M & E	15
Electrical Transmission & Distribution	25
Electronic Equipment	5
Electronic Mfg. Equipment	8
Feedmill M & E	12
Fertilizer Applicators	10
Fertilizer Mfg. M & E	8
Fiberglass Molds	8
Fish Processing M & E	20
Fitness Equipment	
Electronic	5
Manual	8
Florist Retail (Except Computers and Other Office Equipment)	8
Flour, Cereal & Grain Milling	20
Food Processing M & E	20
Forklifts	
Inside	12
Outside	10
Foundry M & E	20
Fruit Bins & Cargo Pallets	10

Gaming Equipment:	
Casino Riverboats (See: Riverboat Casinos)	
Electronic, Slots or Computers	5
Lotto Machines	3
Mechanical, Slots	10
All Other Gaming Equipment	15
Garage M & E	8
General Contractor M & E	8
Golf Carts	8
Golf Course Equipment	10
Golf Course Tractors	12
GPS Receivers (Hand Held)	3
Greenhouse & Nursery M & E	10
Grocery Store F & F	12
Grocery Store Walk-in Coolers	12
Hardware Store F & F	12
Hatchery M & E	10
Health Spa Equipment	10
Hospital & Nursing Home Equipment	12
High Tech (Computer Driven) Equipment	5
Hotel F & F	10
Ice Cream Cabinets	10
Ice & Refrigeration M & E	20
Iron & Steel Industry M & E	25
Janitorial Service M & E	10
Jewelry Store F & F and Equipment	12
Key Duplication Equipment	10
Laboratory Equipment (Non-Electronic)	12
Landscaping M & E	10
Laundry & Dry Cleaning M & E	
(Except coin-op)	12
(Coin-op)	5

Leather Products Mfg. M & E	20
Libraries (Professional)	15
Lift Trucks (See: Forklifts)	
Lumber & Wood Products Industry	
Logging M & E	10
Log Stackers	10
Pulp, Paper & Paperboard M & E	20
Plywood & Veneer M & E	20
Scarifying M & E	10
Sawmills	
Portable	12
Stationary	20
Shake & Shingle Mills	
Portable	12
Stationary	20
Machine Shop M & E (Maintenance)	8
Machine Shop M & E (Production)	8
Mailing Machines	10
Meat Packing M & E	12
Meat Processing M & E (Complex)	20
Medical Equipment	12
Computer Driven	5
Metal Fabrication & Extrusion Mfg. M & E	20
Metal Sheet Fabrication	8
Mining, Milling & Quarry M & E	10
Mobile Yard Equipment	10
Modular Office Buildings (portable)	15
Mortuary Service Equipment	12
Motel Furniture & Equipment	10
Movie (Film Making)	8
Music Instruments (Rental)	8
Music Studio Recording Equipment	5

Music Systems (Background)	5
Neon Signs	10
Newspaper M & E	
Press	15
Photographic	10
Other M & E	15
Nursing Home Equipment	12
Mattresses	3
Nursery & Greenhouse M & E	10
Office Copy Machines, Faxes & Printers	3
Office Electronic Machines	5
Office F & F	12
Office Mailing Machines	10
Office Safes	25
Oilfield Rental Tanks	15
Outdoor Advertising Structures (See: Signs)	
Oxygen & Acetylene Tanks	25
P.A. Systems	10
Packing & Sorting M & E (Fruit, Vegetables, etc.)	12
Paint & Varnish Mfg. M & E	12
Pallets, Crates, Lugs, Bins, etc.	10
Petroleum Products Industry	
Bulk Station Equipment	25
Refining M & E	20
Service Station Equipment*	10
Photography Equipment	8
One-hour Photo processing Equipment	8
Plastic Extrusion Equipment	12
Plastic Illuminated Signs	10
Plumbing Shop Equipment	8
Plywood & Veneer Mfg. M & E	20
Pollution Control M & E	15

Pool Hall Equipment	12
Portalets	5
Poultry Plants M & E	12
Power & Generation M & E	
Gas & Diesel	10
Steam	25
Printing & Publishing Equipment (See: Newspaper)	
Professional Equipment	
Scientific, Doctors, Dentists, etc.	12
Libraries	15
Propane Tanks	25
Pulp & Paper Mfg. M & E	20
Radio & Television	
Broadcasting Equipment	8
C.A.T.V. (Cable Systems)	10
Digital Radio Equipment	5
Radio - Telephone Equipment - 2-Way	10
Recording Equipment	8
Service & Repair Equipment	10
Towers	20
Rental Equipment	
Linens	3
Public U-Rent (except heavy equipment)	5
Tuxedos	5
Video Tape, DVD & Game Rental	3
Research & Development M & E	3
Restaurants, Soda Fountains & Drive-Ins	10
Retail Stores F & F	12
Riverboat Casinos	
Required to cruise	15
Dockside on a permanent basis	20
Rock Crushers (See: Construction)	
Sawmills (See: Lumber)	

Scaffolding (rental)	10
Search Lights	10
Service Station Equipment *	10
Sewer Construction Equipment	10
Sewing Equipment	12
Sheet Metal Fabrication	8
Shipbuilding (See: Construction)	
Shoes & Leather Products Mfg. M & E	20
Shipyards (See: Construction)	
Signs	
Bulletin Boards	15
Billboards	15
Neon	10
Plastic Illuminated	10
Poster Panels	15
Electronic Three-sided Billboard	10
Small Tools – perishable	5
Smelting M & E	20
Soft Drink Mfg. M & E (Batch)	20
Storage Buildings (portable)	10
Stores	
Retail	12
Wholesale	12
Sugar Cane Refining	20
Supermarkets	
Cash Registers & Scanners	5
PA Systems (Public Address)	5
POS Computer Systems	3
Walk-in Coolers	12
Surveying Equipment (Also See Professional Equipment)	8
Tavern & Bar Equipment	10
Telecommunications Equipment (electronic)	8
Fiber Optic Cable (buried)	15
Fiber Optic Cable (exposed)	8

Telephone & Intercom Systems	
Electronic	8
Manual (non-electronic)	10
Television & Radio (See: Radio)	
Textile, Tent & Awning Mfg. M & E	20
Theater	
F & F	15
Projection Equipment	8
Tire Recapping Equipment	12
Toilets, Portable	12
Towers	
Cellular	20
Microwave	20
Tuxedo Rental	5
Unclaimed Vehicles	10
Upholstery Equipment	10
VCR & DVD Equipment (If Rental Units, See Rental)	5
Vending Machines	10
Video Games	3
Video Poker Gaming Equipment	5
Warehouse Equipment	12
Water Systems	12
Welding Shop Equipment	12
Wholesale Stores	12
Winery Equipment	12
Woodworking Shop M & E	8
X-Ray Equipment	12

* If acquisition cost and age of service station equipment are not available, see **Chapter 9, Table 907.B-2**, for alternative assessment procedure.

Table 2503.B
Cost Indices

Year	Age	National Average 1926 = 100	January 1, 2010 = 100*
2010	1	1457.4	0.993
2009	2	1468.6	0.985
2008	3	1427.3	1.013
2007	4	1373.3	1.053
2006	5	1302.3	1.111
2005	6	1244.5	1.162
2004	7	1157.3	1.250
2003	8	1118.6	1.293
2002	9	1100.0	1.315
2001	10	1093.4	1.323
2000	11	1084.3	1.334
1999	12	1065.0	1.358
1998	13	1061.8	1.362
1997	14	1052.7	1.374
1996	15	1036.0	1.396
1995	16	1020.4	1.418
1994	17	985.0	1.469
1993	18	958.0	1.510
1992	19	939.8	1.539
1991	20	928.5	1.558
1990	21	910.2	1.589
1989	22	886.5	1.632
1988	23	841.4	1.719
1987	24	806.9	1.793
1986	25	795.4	1.819
1985	26	787.9	1.836

*Reappraisal Date: January 1, 2010 – 1446.5 (Base Year)

Table 2503.C
Percent Good

Age	3 Yr	5 Yr	6 Yr	8 Yr	10 Yr	12 Yr	15 Yr	20 Yr	25 Yr
1	.70	.85	.87	.90	.92	.94	.95	.97	.98
2	.49	.69	.73	.79	.84	.87	.90	.93	.95
3	.34	.52	.57	.67	.76	.80	.85	.90	.93
4	.16	.34	.41	.54	.67	.73	.79	.86	.90
5		.23	.30	.43	.58	.66	.73	.82	.87
6		.18	.19	.33	.49	.58	.68	.78	.84
7			.18	.26	.39	.50	.62	.74	.81
8				.22	.30	.43	.55	.70	.78
9				.20	.24	.36	.49	.65	.75
10					.21	.29	.43	.60	.71
11					.20	.24	.37	.55	.68
12						.22	.31	.50	.64
13						.20	.26	.45	.60
14							.23	.40	.56
15							.21	.35	.52
16							.20	.31	.48
17								.27	.44
18								.24	.39
19								.22	.34
20								.21	.30
21								.20	.28
22									.26
23									.24
24									.20
25									.20
26									.20

Table 2503.D
 Composite Multipliers
 2011 (2012 Orleans Parish)

Age	3 Yr	5 Yr	6 Yr	8 Yr	10 Yr	12 Yr	15 Yr	20 Yr	25 Yr
1	.70	.84	.86	.89	.91	.93	.94	.96	.97
2	.48	.68	.72	.78	.83	.86	.89	.92	.94
3	.34	.53	.58	.68	.77	.81	.86	.91	.94
4	.17	.36	.43	.57	.71	.77	.83	.91	.93
5		.26	.33	.48	.64	.73	.81	.91	.92
6		.21	.22	.38	.57	.67	.79	.91	.91
7			.21	.33	.49	.63	.78	.90	.90
8				.28	.39	.56	.71	.89	.89
9				.26	.32	.47	.64	.85	.88
10					.28	.38	.57	.79	.87
11					.27	.32	.49	.73	.86
12						.30	.42	.68	.85
13						.27	.35	.61	.82
14							.32	.55	.77
15							.29	.49	.73
16							.28	.44	.68
17								.40	.65
18								.36	.59
19								.34	.52
20								.33	.47
21								.32	.44
22									.42
23									.41
24									.36
25									.36
26									.35

Data sources for tables are:

1. Cost Index - Marshall and Swift Publication Co.
2. Percent Good - Marshall and Swift Publication Co.
3. Average Economic Life - various

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837 and R.S. 47:2323.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended LR 9:69 (February 1983), LR 10:944 (November 1984), LR 12:36 (January 1986), LR 13:188 (March 1987), LR 13:764 (December 1987), LR 14:872 (December 1988), LR 15:1097 (December 1989), LR 16:1063 (December 1990), LR 17:1213 (December 1991), LR 19:212 (February 1993), LR 20:198 (February 1994), LR 21:186 (February 1995), LR 22:117 (February 1996), LR 23:207 (February 1997), amended by the Department of Revenue, Tax Commission, LR 24:490 (March 1998), LR 25:317 (February 1999), LR 26:509 (March 2000), LR 27:427 (March 2001), LR 28:520 (March 2002), LR 29:370 (March 2003), LR 30:489 (March 2004), LR 31:719 (March 2005), LR 32:433 (March 2006), LR 33:496 (March 2007), LR 34:686 (April 2008), LR 35:500 (March 2009), LR 36:780 (April 2010), LR 37:

Chapter 27. Guidelines for Application, Classification and Assessment of Land Eligible To Be Assessed At Use Value

§2701. Definitions of Land Eligible for Use Value Assessment

A. Bona Fide Agricultural Land--land devoted to the production for sale, in reasonable commercial quantities, of plants and animals, or their products, useful to man and agricultural land under a contract with a state or federal agency restricting its use for agricultural production.

B. Bona Fide Horticultural Land--land devoted to the production for sale, in reasonable commercial quantities, of fruits, vegetables, flowers or ornamental plants, and horticultural land under a contract with a state or federal agency restricting its use for horticultural production.

C. Bona Fide Marsh Land--wet land other than bona fide agricultural, horticultural or timber land.

D. Bona Fide Timberland--land stocked by forest trees of any size and specie, or formerly having such tree cover within the last three years and not currently developed or being used for non-forest purposes, and devoted to the production, in reasonable commercial quantities, of timber and timber products, and timberland under a contract with a state or federal agency restricting its use for timber production.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:2301 through R.S. 47:2308.

HISTORICAL NOTE: Promulgated by the Louisiana Tax Commission, LR 3:289 (June 1977), amended by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), LR 15:1097 (December 1989), LR 19:212 (February 1993).

§2703. Eligibility Requirements and Application For Use Value Assessment

A. In order to be classified as bona fide agricultural, horticultural, marsh or timberland, and assessed at its use value under the provisions of Article VII, Section 18(C) of the Louisiana Constitution of 1974, it must:

1. meet the definition of bona fide agricultural, horticultural, marsh or timberland as described in Section 2302 of Title 47 of the Louisiana Revised Statutes of 1950 and the eligibility requirements of R.S. 47:2303; and,

2. the owner must file an application, copy included in this section (see Form 2703), with the assessor in the parish or district where the property is located, certifying that the property is eligible for use value assessment.

B. In the case of bona fide agricultural, horticultural or timberland:

1. the land must be at least three acres in size or have produced an average gross annual income of at least \$2,000 in one or more of the designated classifications for the four preceding years; and

2. the landowner must sign an agreement that the land will be devoted to one or more of the designated uses as defined in Section 2302 of Title 47 of the Louisiana Revised Statutes of 1950 and meet the eligibility requirements of R.S. 47:2303.

C. The assessor shall keep the application on file from the date of application until December 31 of the year following expiration of the last year included in the application (Jefferson and Orleans Parishes only) or, loss of eligibility (all parishes), whichever comes sooner.

AUTHORITY NOTE: Promulgated in accordance with LSA - Constitution of 1974, Article VII, §18, R.S. 47:2302, R.S. 47:2303 and R.S. 47:2304.

HISTORICAL NOTE: Promulgated by the Louisiana Tax Commission, LR 3:289 (June 1977), amended by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), LR 15:1097 (December 1989), LR 19:212 (February 1993), amended by the Department of Revenue, Tax Commission, LR 25:318 (February 1999), LR 26:510 (March 2000), LR 30:490 (March 2004).

Form 2703
Application For Use Value Assessment

Name: _____

Address: _____

Description: _____

Application is hereby made for a Use Value Assessment on the above land, which is at least three acres in size or has produced an average annual gross income of at least \$2,000 in one or more of the designated classifications for four years preceding this application.

I hereby certify that this land is (mark type(s) of use):

_____ devoted to production for sale of agricultural or horticultural products in reasonable commercial quantities, or under contract with a government agency restricting its use for such production.

_____ acreage

_____ devoted to production of timber or timber products in reasonable commercial quantities, or has had forest tree cover within the last three years and is not developed or devoted to a non-forest use, or is under contract with a government agency restricting its use for timber production.

_____ acreage

_____ marshland is wetland not devoted to agricultural, horticultural or timber purposes.

salt water marsh _____ acreage

brackish water marsh _____ acreage

fresh water marsh _____ acreage

This application, if filed in **Jefferson** or **Orleans** Parish, shall apply for the four year period indicated below. If filed for any other parish, it shall apply for the year indicated in the **first** space and, shall be permanent thereafter.

In the event this land ceases to meet the requirements for a Use Value assessment, I will so notify the assessor of this parish within 60 days.

Landowner

To Be Completed by Assessor:

Class Acres

_____ _____

_____ _____

Approved By:

Assessor

Parish of _____

Date _____

§2705. Classification

A. The Modern Soil Surveys published by the U. S. Department of Agriculture, Natural Resources Conservation Service, in cooperation with the Louisiana Agricultural Experiment Station, listed in Map Index, together with the conversion legends prepared and distributed by the Natural Resources Conservation Service, shall be used for determining the use value classification of agricultural, horticultural and timberland. The parishes in which Modern Soil Surveys have been completed and published are indicated in Table 2707.

B. The General Soil Maps, published by the U. S. Department of Agriculture, Natural Resources Conservation Service, listed in Map Index, together with the conversion legends prepared and distributed by the Natural Resources Conservation Service, shall be used for determining use value classifications in all parishes until the time that the Modern Soil Surveys for such parishes are completed. On January 1 of the year after which the Modern Soil Survey for any parish is completed, such Modern Soil Survey shall then be used for determining use value classifications for said parish and the use of the General Soil Map in said parish shall thereafter be discontinued.

C. It is the intent that General Soil Maps are to be used only in the absence of and until Modern Soil Surveys are completed in the future by the U. S. Department of Agriculture, Natural Resources Conservation Service, on presently unmapped areas. However, at the option of and by agreement between the assessor and the landowner, Modern Soil Surveys that have been completed on any part of any parish (including individual farms or tracts of land), can be used for determining use value classification until such time as the Modern Soil Survey for that parish is completed.

AUTHORITY NOTE: Promulgated in accordance with LSA - Constitution of 1974, Article VII, §18, R.S. 47:2302, R.S. 47:2303 and R.S. 47:2304.

HISTORICAL NOTE: Promulgated by the Louisiana Tax Commission, LR 3:289 (June 1977), amended by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), LR 15:1097 (December 1989), LR 19:212 (February 1993), LR 21:186 (February 1995), LR 22:117 (February 1996), LR 23:208 (February 1997), amended by the Department of Revenue, Tax Commission, LR 25:318 (February 1999), LR 26:510 (March 2000), LR 27:428 (March 2001), LR 28:521 (March 2002), LR 29:372 (March 2003), LR 30:491 (March 2004), LR 31:720 (March 2005).

§2707. Map Index Table

Table 2707
Map Index
Listing of General Soil Maps & Modern Soil Surveys
For The State of Louisiana
Published By
U. S. Dept. of Agriculture, Natural Resources Conservation Service
In Cooperation With
Louisiana Agricultural Experiment Station

Parish	Date (General)	Map No. (General)	Date Published or Status(Modern)
Acadia	July, 1972	4-R-14566-A	September, 1962
Allen	Jan., 1970	4-R-28814-A	September, 1980
Ascension	Sept., 1972	4-R-16165-B	August, 1976
Assumption	July, 1970	4-R-15698-A	August, 1978
Avoyelles	Nov., 1970	4-R-15240-A	September, 1986
Beauregard	Nov., 1971	4-R-28744-A	September, 2002
Bienville	Nov., 1971	4-R-16791-B	August, 2003
Bossier	Nov., 1971	4-R-13994-B	August, 1962
Caddo	Nov., 1971	4-R-16024-A	September, 1980
Calcasieu	Aug., 1972	4-R-28741-B	June, 1988
Caldwell	Dec., 1970	4-R-15485-A	July, 1990
Cameron	Nov., 1971	4-R-28743-A	April, 1995
Catahoula	June, 1971	4-R-16812-A	November, 1986
Claiborne	June, 1970	4-R-17132-A	May, 1989
Concordia	Dec., 1970	4-R-14761-A	February, 1988
DeSoto	Nov., 1971	4-R-29144-A	October, 1991
E. Baton Rouge	May, 1972	4-R-25895-A	September, 1968
East Carroll	Jan., 1970	4-R-28748-A	February, 1988
East Feliciana	Nov., 1971	4-R-17441-A	November, 2001
Evangeline	Nov., 1971	4-R-28936-A	August, 1974

Parish	Date (General)	Map No. (General)	Date Published or Status(Modern)
Franklin	Sept., 1972	4-R-15069-B	August, 1981
Grant	Sept., 1972	4-R-16051-B	December, 1986
Iberia	Feb., 1974	4-R-15681-A	August, 1978
Iberville	Nov., 1971	4-R-16280-A	June, 1977
Jackson	Jan., 1971	4-R-16811-A	July, 1999
Jefferson	Nov., 1971	4-R-17344-A	January, 1983
Jefferson Davis	Jan. 1970	4-R-28746-A	September, 2003
Lafayette	Nov., 1970	4-R-15827-A	August, 1977
Lafourche	June, 1969	4-R-16329-A	October, 1984
LaSalle	Aug., 1970	4-R-16813-A	October, 1991
Lincoln	Sept., 1972	4-R-17131-B	April, 1996
Livingston	Feb., 1971	4-R-17440-A	January, 1991
Madison	Mar., 1970	4-R-28745-A	May, 1982
Morehouse	Aug., 1972	4-R-15071-B	September, 1985
Natchitoches	Aug., 1972	4-R-16790-B	February, 1990
Orleans	July, 1970	4-R-3865-A	September, 1989
Ouachita	June, 1971	4-R-15070-A	February, 1974
Plaquemines	Dec., 1969	4-R-28742-A	March, 2001
Pointe Coupee	Oct., 1970	4-R-14739-A	March, 1982
Rapides	Sept., 1975	4-R-15239-A	June, 1980
Red River	Nov., 1971	4-R-16027-A	June, 1980
Richland	Oct., 1971	4-R-14778-A	September, 1993
Sabine	Apr., 1970	4-R-29238	July, 1997
St. Bernard	Aug., 1970	4-R-17359-A	June, 1989
St. Charles	Nov., 1971	4-R-16166-A	January, 1987

Parish	Date (General)	Map No. (General)	Date Published or Status(Modern)
St. Helena	Mar., 1971	4-R-17438-A	April, 1996
St. James	Nov., 1971	4-R-19476-A	August, 1973
St. John	Nov., 1971	4-R-19476-A	August, 1973
St. Landry	May, 1970	4-R-29386	October, 1986
St. Martin	Sept., 1970	4-R-15484-A	April, 1977
St. Mary	May, 1972	4-R-31670	March, 1959
St. Tammany	Aug., 1972	4-R-17443-B	March, 1990
Tangipahoa	Nov., 1971	4-R-17439-A	April, 1990
Tensas	July, 1972	4-R-13919-A	October, 1968
Terrebonne	Aug., 1972	4-R-31732	February, 1960
Union	Nov., 1971	4-R-17133-A	November, 1997
Vermilion	Jan., 1970	4-R-28747-A	May, 1996
Vernon	June, 1971	4-R-16053-A	June, 2004
Washington	Nov., 1971	4-R-17437-A	September, 1997
Webster	Nov., 1971	4-R-27092-A	February, 1999
W. Baton Rouge	July, 1970	4-R-14740-A	March, 1982
West Carroll	Mar., 1976	4-R-14767-A	May, 1977
West Feliciana	Sept., 1975	4-R-29109-A	November, 2001
Winn	Dec., 1970	4-R-16052-A	May, 2000

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:2301 and R.S. 47:2308.

HISTORICAL NOTE: Promulgated by the Louisiana Tax Commission, LR 3:290 (June 1977), amended by the Department of Revenue and Taxation, Tax Commission, LR 10:946 (November 1984), LR 12:36 (January 1986), LR 13:188 (March 1987), LR 13:764 (December 1987), LR 14:872 (December 1988), LR 15:1097 (December 1989), LR 16:1063 (December 1990), LR 17:1213 (December 1991), LR 19:212 (February 1993), LR 20:198 (February 1994), LR 21:186 (February 1995), LR 22:117 (February 1996), LR 23:208 (February 1997), amended by the Department of Revenue, Tax Commission, LR 25:319 (February 1999), LR 26:511 (March 2000), LR 27:428 (March 2001), LR 28:521 (March 2002), LR 29:372 (March 2003), LR 30:491 (March 2004), LR 31:721 (March 2005).

§2709. Assessment and Classification - Agricultural and Horticultural Lands

A. Assessment of Agricultural and Horticultural Lands. Use Value Table 2717.A presents the assessed value of all bona fide agricultural and horticultural lands.

B. Classification of Agricultural and Horticultural Lands. The first four classifications of soils designated by the U. S. Department of Agriculture, Natural Resources Conservation Service, with such modifications as may be required by special circumstances, are hereby established for classification of agricultural and horticultural lands into Class I, II, III and IV lands, provided that all lands subject to regular and periodic flooding may be classified as Class IV lands.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:2301 through R.S. 47:2308.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended LR 9:69 (February 1983), LR 22:117 (February 1996).

§2711. Tables - Agricultural and Horticultural Lands

A. The following table is hereby established as the gross returns, production cost and net income per acre per year of agricultural and horticultural lands:

Table 2711.A
Weighted Average Income Per Acre
2003 - 2006

Commodity	Acres	Percent	Net Income Weighted Fractional
Beef **	2,348,316	38.267	(46.25)	-0-
Soybeans(Wheat)*	902,500	14.707	2.33	34.27
Cotton	567,500	9.248	86.15	796.72
Rice (Crawfish)*	468,250	7.630	4.25	32.43
Sugarcane	426,250	6.946	86.58	601.38
Corn	395,000	6.437	(12.39)	-0-
Idle Crop ***	522,794	8.519	-----	-0-
Grain Sorghum	108,750	1.772	4.03	7.14
Conservation Reserve	243,442	3.967	46.45	184.27
Dairy **	123,153	2.007	23.64	47.45
Sweet Potatoes	17,750	0.289	1,011.01	292.18
Catfish	6,934	0.113	(551.35)	-0-
Watermelon	3,293	0.054	314.95	17.01
Southern Peas	1,758	0.029	894.02	25.93
Tomatoes	592	0.010	19,247.42	192.47
Strawberries	414	0.007	8,805.92	61.64
Totals	6,136,696	100.000	-----	2,292.89

Weighted Average Net Income - \$22.93

* Wheat is typically grown as a double crop with soybeans. Farm-raised crawfish is normally a double crop with rice.

** Acreage for beef and dairy were obtained from the 2002 Census of Agriculture, Vol. 1:Part 18, Louisiana State and Parish Data, Table 50.

*** Acreage for idle cropland was obtained from the 2002 Census of Agriculture, Vol. 1:Part 18, Louisiana State and Parish Data, Table 8. Includes acreage for cropland idle or used for cover crops or soil-improvement, but not harvested and not pastured or grazed.

NOTE: By state statute, negative net income for a given commodity is set equal to zero.

Table 2711.B
Suggested Capitalization Rate
for
Agricultural and Horticultural Lands

Risk Rate	2.72%
Illiquidity Rate	0.18%
Safe Rate*	4.91%
Capitalization Rate**	7.81%

*Safe Rate is four year average of 30 year U. S. Treasury securities.

**Statutory minimum capitalization rate of 12 percent used in calculations instead of actual rate as developed above.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:2301 through R.S. 47:2308.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended LR 9:69 (February 1983), LR 12:36 (January 1986), LR 13:764 (December 1987), LR 17:1213 (December 1991), LR 22:117 (February 1996), amended by the Department of Revenue, Tax Commission, LR 26:511 (March 2000), LR 30:491 (March 2004), LR 34: (March 2008).

§2713. Assessment of Timberland

A. Use Value Table 2717.B presents the assessed value of all bona fide timberland.

B. Classification of Timberland. Timberland shall be classified into four categories as follows:

1. Class 1 timberland is timberland capable of producing more than 120 cubic feet of timber per acre per annum.

2. Class 2 timberland is timberland capable of producing more than 85 but less than 120 cubic feet of timber per acre per annum.

3. Class 3 timberland is timberland capable of producing less than 85 cubic feet of timber per acre per annum.

4. Class 4 timberland is timberland capable of producing less than 85 cubic feet of timber per acre per annum and which is subject to periodic overflow from natural or artificial water courses, and which is otherwise considered to be swampland.

C. Range of Productivity of Timberland. The timberland productivity of each of the four classifications of timberland is hereby established to be as follows:

1. Class 1 = 74.4 cu. ft. of growth/acre/year.
2. Class 2 = 57.5 cu. ft. of growth/acre/year.
3. Class 3 = 34.1 cu. ft. of growth/acre/year.
4. Class 4 = 34.1 cu. ft. of growth/acre/year.

D. Production Costs of Timberland. The average timberland production costs are hereby established to be \$10.46/acre/year.

E. Gross Returns of Timberland. The gross value per cubic foot of timber production is hereby established to be \$0.81/cubic foot.

F. Capitalization Rate for Timberland. The capitalization rate for determining use value of timberlands is hereby established to be as follows:

	Timberland Class 1, 2, and 3	Timberland Class 4
Risk Rate	0.97%	4.47%
Illiquidity Rate	0.10%	3.60%
Safe Rate	5.68%	5.68%
Other Factors	5.55%	5.55%
Capitalization Rate	12.30%	19.30%

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:2301 through R.S. 47:2308.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended LR 9:69 (February 1983), LR

12:36 (January 1986), LR 13:248 (April 1987), LR 14:872 (December 1988), LR 17:1213 (December 1991), LR 22:117 (February 1996), amended by the Department of Revenue, Tax Commission, LR 26:511 (March 2000), LR 30:492 (March 2004).

§2715. Assessment of Marsh Land

A. Use Value Table 2717.C presents the guidelines for determining the assessed value of all bona fide marsh land.

B. The assessor of each parish containing bona fide marsh land shall determine the use value of such land as defined in R.S. 47:2302 and shall assess such land on the basis of its highest use value. In determining the use value of such lands, the assessors shall utilize the use value table prepared by the Tax Commission, which shall be applied uniformly statewide.

C. The table prepared by the Tax Commission shall define each different classification of marshland, a range of production within each class and the range of returns based upon the past four year averages.

D. In preparing the use value table for marshland, the Tax Commission shall consider the following factors:

1. classification of the marshland as either freshwater, brackish, or saltwater marshland;
2. the income that may be produced within each class;
3. income derived from the traditional use of such marshland, as such uses are enumerated in R.S. 47:2301;
4. physical and economic risks attendant thereto;
5. prevailing interest rates;
6. liquidity of investments;
7. federal and state regulatory authority governing use of such marshland.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:2307.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended LR 9:69 (February 1983), LR 12:36 (January 1986), LR 22:117 (February 1996).

§2717. Tables - Use Value

Table 2717.A
Average Assessed Value Per Acre
of Agricultural and Horticultural Land, By Class

Class	Assessed Value Per Acre Upper	Assessed Value Per Acre Lower
Class I	\$34.79	\$29.40
Class II	\$29.19	\$21.94
Class III	\$21.52	\$19.04
Class IV	\$18.62	\$12.40

Table 2717.B
Average Assessed Value Per Acre
of Timberland, By Class

Class	Assessed Value Per Acre
Class 1	\$40.52
Class 2	\$29.34
Class 3	\$13.95
Class 4	\$ 8.89

Table 2717.C-1
Average Assessed Value Per Acre
of Marshland, By Class
West Zone

Class	Assessed Value Per Acre
Fresh Water Marsh	\$ 7.00
Brackish Water Marsh	\$ 6.00
Salt Water Marsh	\$ 5.00

Parishes Considered To Be Located In:

West Zone

Acadia	Iberia	St. Landry	Vermilion
Calcasieu	Jefferson Davis	St. Martin	
Cameron	Lafayette	St. Mary	

Table 2717.C-2
Average Assessed Value Per Acre
of Marshland, By Class

East Zone

Class	Assessed Value Per Acre
Fresh Water Marsh	\$ 5.00
Brackish Water Marsh	\$ 4.00
Salt Water Marsh	\$ 3.00

Parishes Considered To Be Located In:

East Zone

Ascension	Lafourche	St. Charles	Terrebonne
Assumption	Livingston	St. James	West Baton Rouge
East Baton Rouge	Orleans	St. John	
Iberville	Plaquemines	St. Tammany	
Jefferson	St. Bernard	Tangipahoa	

Note: Only the parishes listed above should have lands classified as marshland. All other parishes should classify such land as **All Other Acreage**.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:2301 through R.S. 47:2308.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 8:102 (February 1982), amended LR 9:69 (February 1983), LR 12:36 (January 1986), LR 13:248 (April 1987), LR 13:764 (December 1987), LR 14:110 (February 1988), LR 17:1213 (December 1991), LR 22:117 (February 1996), LR 23:208 (February 1997), amended by the Department of Revenue, Tax Commission, LR 24:491 (March 1998), LR 26:511 (March 2000), LR 30:492 (March 2004).

Chapter 29. Public Service Properties

§2901. Non-Operating or Non-Utility Property

A. Includes property held for future use or development, property leased to third parties and certain other property not included in the company rate base.

B. Non-operating or non-utility real property shall be any lands not actually used for utility purposes or lands leased, rented, loaned or otherwise used for commercial, industrial or other purposes. This also applies to any building not directly involved in the utility purpose. (This definition is for the sole purpose of establishing the criteria for determining when the property is to be assessed by the local assessor in accordance with R.S. 47:1853(C)).

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1853 and R.S. 47:1855.

HISTORICAL NOTE: Promulgated by the Louisiana Tax Commission LR 4:30 (February 1978), amended by the Department of Revenue and Taxation, Tax Commission, LR 13:764 (December 1987), LR 16:1063 (December 1990), LR 19:212 (February 1993).

§2903. Immovable Property of Electric Membership Corporations, Electric Power Companies, Gas Companies, Pipeline Companies, Railroad Companies, Telegraph Companies, Telephone Companies and Water Companies Assessed as Public Service Companies by the Tax Commission

Immovable property as defined in La. R.S. 47:1851(H), shall be reported by the taxpayer to the assessor of the parish or district where the property is located. Upon request by the assessor, each public service company shall furnish a list of the immovable property by description and location to that assessor for his sole purpose of locating and inspecting property covered by the public service assessment.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1853 and R.S. 47:1855.

HISTORICAL NOTE: Promulgated by the Louisiana Tax Commission, LR 4:30 (February 1978), amended by the Department of Revenue and Taxation, Tax Commission, LR 13:764 (December 1987), LR 16:1063 (December 1990), LR 19:212 (February 1993), LR 20:198 (February 1994).

§2905. Report of Values to the Assessor

The Tax Commission shall allocate the assessed value of each public service company among the parishes of the state on or before September 1 of each year.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1853 and R.S. 47:1855.

HISTORICAL NOTE: Promulgated by the Louisiana Tax Commission, LR 4:30 (February 1978), amended by the Department of Revenue and Taxation, Tax Commission, LR 13:764 (December 1987), LR 16:1063 (December 1990), LR 19:212 (February 1993).

§2907. Exceptions to Valuation or Allocation

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1853 and R.S. 47:1855.

HISTORICAL NOTE: Promulgated by the Louisiana Tax Commission, LR 4:30 (February 1978), amended by the Department of Revenue and Taxation, Tax Commission, LR 13:764 (December 1987), LR 16:1063 (December 1990), LR 19:212 (February 1993), repealed by the Department of Revenue, Tax Commission, LR 33: (March 2007).

§2909. Appraisal of Public Service Properties

A. In appraising public service properties, the Tax Commission shall:

1. Employ all of the following nationally recognized techniques of appraisal, where applicable, to best determine fair market value:

- a. the market approach;
- b. the cost approach;
- c. the income approach.

2. Assign such weight to each approach as is appropriate to best determine fair market value.

B. All public service properties of the same nature and kind shall be appraised in the same manner. The appraised value of all lands owned by the company in this state shall be deducted from the total appraised value of the public service properties and shall be assessed by the Tax Commission and shown as a separate item on the tax roll (R.S. 47:1853(B)).

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1853 and R.S. 47:1855.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 19:212 (February 1993).

Chapter 31. Public Exposure of Assessments; Appeals

§3101. Public Exposure of Assessments, Appeals to the Board of Review and Board of Review Hearings

A. Assessment lists shall be open for public inspection each year for a period of fifteen (15) days, beginning no earlier than August 15 and ending no later than September 15, except in Orleans Parish, where the lists shall be open for public inspection August 1 - August 15.

B.1. Each assessor shall publish the dates, time and place of the public exposure of the assessment lists of both real and personal property in a newspaper of general circulation in their respective parishes. Notice shall be published at least twice within a period of not sooner than twenty-one (21) days nor later than seven (7) days prior to the beginning of the fifteen (15) calendar day period of exposure.

2. Each assessor shall notify the Louisiana Tax Commission of the public exposure dates at least twenty-one (21) days prior to the public exposure period, which dates shall be published by the Louisiana Tax Commission on its website.

C. During this period of public exposure, each assessor shall provide the taxpayer access to a form entitled "Exhibit A, Notice of Appeal Request For Board of Review" (Form 3101).

D. Each assessor will make any determined changes to the assessment list during the public exposure period, and shall certify the assessment lists to the parish Board of Review within three (3) business days of the final exposure date. The Orleans Parish Assessors shall certify their assessment lists to the Board of Review on or before the tenth (10th) business day after August 15.

E.1. Each assessor shall publish two (2) notices of the parish's Board of Review appeal hearing dates in the local newspaper within a period of twenty-one (21) and seven (7) days prior to the actual hearing date(s). Each assessor shall then notify the Tax Commission in writing of the Board of Review hearing date(s) and shall provide the commission with an affidavit executed by the local paper demonstrating proof of publication. Appeals must be received by the Board of Review no later than seven (7) days prior to the public hearing.

2. Each assessor shall notify the Louisiana Tax Commission of the Board of Review appeal hearing dates prior to the beginning of the public exposure period, which dates shall be published by the Louisiana Tax Commission on its website.

F. The Parish Police Jury or Parish Council shall sit as the Board of Review. The Board of Review shall convene hearings within ten (10) days of its receipt of the

certified rolls. The Board of Review shall conduct hearings for all persons or their representatives desiring to be heard on the assessments of immovable and movable property. On the fifteenth (15th) day after the Board of Review begins the public hearings, the assessments lists, together with any changes in connection therewith, shall be certified and sent to the Tax Commission within three (3) days. La. R.S. 47:1992.

G. The Board of Review has the authority to increase or decrease the assessment of immovable or movable property made by the assessor in accordance with the fair market or use value determination by the board. The validity of each assessment shall be determined on its own merits using recognized appraisal techniques. La. R.S. 47:1992(C).

H. Notwithstanding any provision of law to the contrary, the procedure for inspection of assessment lists in Orleans Parish shall be as follows:

1. The assessor shall prepare and make up the lists showing the assessment of immovable and movable property in Orleans Parish. The lists shall be exposed daily, except Saturday, Sunday and legal holidays, for inspection by the taxpayers and other interested persons during the period of August first (1st) through August fifteenth (15th) of each year unless August fifteenth (15th) falls on a weekend or a legal holiday, when the period shall extend until the next business day. The assessor shall give notice of such exposure for inspection in accordance with rules and regulations established by the Louisiana Tax Commission. On or before the tenth (10th) business day after the completion of public inspection, the assessor shall certify his rolls to the Board of Review.

2.a. The Board of Review shall consider all written complaints in which the taxpayer has timely filed the reports as required by R.S. 47:2301 et seq. and R.S. 47:2321 et seq., and which have been:

i. Filed on the complaint form provided by the board, through the office of the assessor.

ii. Completed in conformity with the requirements of the Board of Review.

iii. Received by the office of the assessor, no later than three (3) business days after the last date on which the lists are exposed.

b. Any complaints received by the assessor's office shall be forwarded to the Board of Review within seven (7) business days after the last date in which the lists are exposed.

3. The Board of Review shall convene hearings on or before September fifteenth (15th). The board may appoint one or more board members as hearing officers,

who may conduct all required public hearings of the board with or without the presence of the other members, provided that no final action may be taken unless a quorum of the Board of Review is present. The board may make a determination to increase or decrease the assessment of real or personal property made by the assessor in accordance with the fair market or use valuation as determined by the board.

4. The Board of Review shall certify the assessment list to the Louisiana Tax Commission on or before October twentieth (20th) of each year.

I. The Board of Review, during its public hearing(s), shall have copies of the Louisiana Tax Commission appeal rules and regulations and Appeal Form 3103.A available for any assessor and/or taxpayer desiring to further appeal to the Tax Commission.

J. The Board of Review shall provide each appellant taxpayer with a written notice of their particular appeal determination with a copy submitted to the assessor and the Tax Commission on or before the certification of the assessment list to the Tax Commission. The notice of determination shall be sent to the assessor and the taxpayer at the address shown on the appeal form by certified mail.

K. The determination of the Board of Review shall be final unless appealed, in writing, to the Tax Commission within ten (10) business days after certified mail delivery to the appealing taxpayer or assessor of the Board of Review notice of determination. Either or both parties may appeal the Board of Review determination to the Tax Commission.

Form 3101
Exhibit A
Appeal to Board of Review
by Taxpayer
For Real and Personal Property

Name: _____ Parish/District: _____

Taxpayer

Address: _____ City, State, Zip: _____

Ward: _____ Assessment/Tax Bill Number: _____ Appeal No. _____

(Attach copy of complete appeal submitted to the Board of Review)

Board of Review

Address or Legal Description of Property Being Appealed (**Also, please identify building by place of business for convenience of appraisal**) _____

I hereby request the review of the assessment of the above described property pursuant to L.R.S. 47:1992. I timely filed my reports (if personal property) as required by law, and I have reviewed my assessment with my assessor.

The assessor has determined Fair Market Value of this property at:

Land \$ _____ Improvement \$ _____ * Personal Property \$ _____

Total \$ _____

I am requesting that the Fair Market Value of this property be fixed at:

Land \$ _____ Improvement \$ _____ * Personal Property \$ _____

Total \$ _____

* If you are not appealing personal property, leave this section blank.

I understand that property is assessed at a percentage of fair market value which means the price for the property which would be agreed upon between a willing and informed buyer and a willing and informed seller under usual and ordinary circumstances, the highest price the property would bring on the open market if exposed for sale for a reasonable time. I understand that I must provide the Board of Review with evidence of fair market value to support my claim.

Please notify me of the date, place and time of my appeal at the address shown below.

NOTE: If appellant disputes Board of Review's decision, appellant may appeal to La. Tax Commission by completing and submitting Appeal Form 3103.A to LTC within 10 business days after certified mail delivery to the appealing taxpayer or assessor of BOR's written determination. For further information, call LTC at (225) 925-7830

Appellant: _____

Address: _____

Telephone No.: _____

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1992, R.S. 47:2301 and R.S. 47:2321.

HISTORICAL NOTE: Promulgated by the Louisiana Tax Commission, LR 4:339 (September 1978), amended by the Department of Revenue and Taxation, Tax Commission, LR 13:188 (March 1987), LR 13:764 (December 1987), LR 15:1097 (December 1989), LR 16:1063 (December 1990), LR 20:198 (February 1994), LR 21:186 (February 1995), LR 23:208 (February 1997), amended by the Department of Revenue, Tax Commission, LR 24:492 (March 1998), LR 25:319 (February 1999), LR 26:512 (March 2000), LR 32:435 (March 2006), LR 33:498 (March 2007), LR 34:688 (April 2008), LR 35:501 (March 2009), LR 36:781 (April 2010), LR 37:

§3103. Appeals to the Louisiana Tax Commission

A. The Louisiana Constitution provides that the correctness of assessments made by an assessor will be subject to review first by the parish governing authority, then by the Louisiana Tax Commission, and finally by the courts, all in accordance with procedures established by law. La. Const. Article VII, Section 18(E).

B. An appeal to the Louisiana Tax Commission shall be filed with the commission within ten (10) business days after the Board of Review's written decision is delivered to the appealing taxpayer or assessor via certified mail. In order to institute a proceeding before the commission, the taxpayer or assessor shall file Form 3103.A and, if applicable, Form 3103.B. The assessor shall confirm, in writing, to the Tax Commission that the Board of Review has issued a written determination to each taxpayer and to the assessor's office in the format required by §3101(J).

C. All filings to the Louisiana Tax Commission shall be filed in proper form, consisting of an original and seven (7) copies on letter size paper, with the Office of the Administrator. All appeals and filings shall be deemed filed when deposited with the United States Postal Service and can be evidenced by proof of mailing by registered or certified mail.

1. The Office of the Administrator shall be sent one (1) "service copy" of all State Court, Federal Court, Appellate Court, and/or Supreme Court pleadings in which the LTC is named party in addition to Special Counsel for the LTC.

D.1. All parties shall receive notice of the scheduling of an appeal hearing at least thirty (30) days prior to the scheduled hearing date.

2. In addition to the initial filing of Forms 3103.A and 3103.B, the taxpayer or assessor appealing the Board of Review decision may attach a pleading containing further information concerning the appeal.

3. A taxpayer (except a homeowner appealing their personal residence)

or assessor who has appealed the decision of the Board of Review shall file and serve on the opposing party at least fifteen (15) days prior to the scheduled hearing date a pleading containing the following:

- a. name under which the property is assessed;
- b. description of the property;
- c. determination of the Board of Review;
- d. a prayer stating the type of relief, action or order desired by the pleading party;
- e. a list of exhibits to be presented at the hearing;
- f. a list of witnesses who may be called, with a brief description of the anticipated testimony of the witness;
- g. anticipated time needed to present the case; and
- h. an appraisal report or other appropriate evidence concerning the fair market value of the property.

4. The party who has not appealed the Board of Review decision shall notify the Louisiana Tax Commission and the opposing party at least ten (10) days prior to the scheduled hearing of the following:

- a. a list of exhibits to be presented at the hearing; and
- b. a list of witnesses who may be called with a brief description of the anticipated testimony of the witness.

E. Upon written notice by the commission, the parties and/or their attorneys or other representatives may be directed to meet and confer together by telephone or otherwise prior to the hearing, for the purpose of formulating issues and considering:

1. simplification of issues
2. a limitation, where possible of the number of witnesses
3. the time required for presentations
4. stipulations as to admissibility of exhibits
5. submission of proposed findings of fact

6. such other matters as may aid in the simplification of the proceedings and the disposition of the matters in controversy

F. Actions requested and agreed upon at the conference shall be recorded in an appropriate statement by the party, which has initiated the appeal to the commission. The statement shall be filed with the commission seven (7) days prior to the scheduled hearing before the commission. In the event of a disagreement over any item discussed at the conference, the statement filed with the commission shall state the specific item as to which there is disagreement together with a brief summary of the nature of the disagreement.

G. Upon written notice by the commission, the parties or their attorneys or other representative may be directed to file legal memorandums with the commission fifteen (15) days prior to the hearing. The legal memorandum shall address in a concise manner the legal issues presented in the appeal to the commission together with a statement of any legal authority supporting the party's position.

H. Any party with leave of the commission or hearing officer may present prepared sworn deposition testimony of a witness either narrative or in question and answer form, which shall be incorporated into the record as if read by a witness. The opposing party will be allowed to cross-examine and/or submit any sworn testimony given by the witness in the deposition. Seven (7) copies of the prepared deposition testimony shall be filed with the commission.

I. Any taxpayer or assessor may appear and be represented by an attorney at law authorized to practice law before the highest court of any state; a natural person may appear in his own behalf, or through an attorney or other representative; or a corporation, partnership or association may appear and be represented to appear before the commission by a bona fide officer, partner, full time employee, or any other person duly authorized as provided for on "Exhibit B, Appointment of Taxpayer Agent in Louisiana Tax Commission Ad Valorem Tax Appeal" (Form 3103.B).

J. Every taxpayer or assessor, witness, attorney or other representative shall conduct himself in all proceedings with proper dignity, courtesy and respect. Disorderly conduct will not be tolerated. Attorneys shall observe and practice the standards of ethical behavior prescribed for attorneys at law by the Louisiana Bar Association. Any taxpayer or assessor, witness, attorney or other representative may be excluded by the commission from any hearing for such period and upon such conditions as are just for violation of this rule.

K. All official hearings conducted in any proceeding shall be open to the public. All hearings shall be held in Baton Rouge, LA, unless the commission shall designate another place of hearing.

L. A continuance shall not be granted due to an unexcused absence of a taxpayer, assessor or any representative, attorney or witness, at the time and place set for a scheduled hearing before the commission, without consent of the taxpayer and/or assessor. If such consent is refused, the hearing shall proceed.

M. The hearing shall be conducted informally. A transcript of the proceeding shall not be made unless requested by the taxpayer or assessor in writing at least seven (7) days prior to the scheduled hearing.

In the event of a request for a written transcript of the proceeding, the commission shall provide an official reporter to make and transcribe a stenographic record of the hearing and shall provide for such copies of the transcript as may be requested by any party or as may be required for the purposes of the commission upon payment of the cost of transcribing the hearing.

N. All parties testifying shall be placed under oath by the commission at the onset of each hearing.

O. Any evidence, which would be admissible under the Louisiana Rules of Evidence shall be deemed admissible by the commission. The Louisiana Rules of Evidence shall be applied liberally in any proceeding before the commission. Either party may object to evidence not previously disclosed by the opposing party. The commission may exclude evidence, which is deemed by the commission to be incompetent, immaterial or unduly repetitious.

P. The commission shall take official notice without further identification of the contents of the original records and documents in possession of the commission when duly certified copies thereof are offered into evidence and made a part of the record. Evidence offered at the Board of Review is not forwarded to the Tax Commission and must be submitted by the assessor/taxpayer in accordance with filing procedures for written appeals. The commission may receive other documentary evidence in the form of copies or excerpts or that which is incorporated by reference.

Q. Documents and papers offered into evidence for a hearing before the commission shall be marked as exhibits, indexed and bound. Seven (7) copies of all exhibits shall be provided to the commission, with a copy to the opposing party ten (10) days prior to the scheduled appeal. Exhibits offered by a taxpayer shall be marked "Exhibit Taxpayer____" and shall be consecutively numbered. The taxpayer shall, at the time an exhibit is offered, state whether the exhibit contains information not furnished to the assessor before the end of the period for public exposure of the assessment lists. Exhibits offered by the assessor shall be marked "Exhibit Assessor____" and shall be consecutively numbered. Exhibits offered by the commission or its staff representative shall be marked "Exhibit Tax Commission____" and shall be consecutively numbered. Legal memorandum submitted by the parties will be made part of the record of

proceedings before the commission, but shall not be filed as exhibits to be offered into evidence for the hearing before the commission.

R. Hearings may be conducted by a hearing officer selected and appointed by the commission. The hearing officer shall have the authority to administer oaths, may examine witnesses, and rule upon the admissibility of evidence and amendments to the pleadings. The hearing officer shall have the authority to recess any hearing from day to day.

S. The hearing officer shall have the responsibility and duty of assimilating testimony and evidence, compiling a written summary of the testimony and evidence, and presenting a proposed order to the commission.

T. At the close of evidence, each side will be allowed a reasonable amount of time to argue its case. This time will be allotted by the chairman or hearing officer.

U. The parties to an appeal shall be notified in writing, by certified mail, of the final decision by the commission. The taxpayer or assessor shall have thirty (30) days from receipt of the Order to appeal to a court of competent jurisdiction.

V. The commission may, at its discretion, grant the request of a taxpayer or assessor for a rehearing; provided the rehearing request is made in accordance with the Administrative Procedure Act.

W. Subpoenas for the attendance of witnesses or for the production of books, papers, accounts or documents for a hearing may be issued by the commission upon its own motion, or upon the written motion of the taxpayer or assessor showing that there is good cause for the issuance of same. No subpoena shall be issued until the party who wishes to subpoena the witness first deposits with the agency a sum of money sufficient to pay all fees and expenses to which a witness in a civil case is entitled pursuant to R.S. 13:3661 and R.S. 13:3671. Any subpoena duces tecum shall allow no less than five days to assimilate and to deliver said documents subpoenaed by the subpoena recipient.

X. The word "commission", as used herein, refers to the chairman and the members or its delegate appointed to conduct the hearing.

Form 3103.A
Exhibit A
Appeal to Louisiana Tax Commission
By Taxpayer or Assessor
For Real and Personal Property

La. Tax Commission
P. O. Box 66788
Baton Rouge, LA 70896
(225) 925-7830

Name: _____ Parish/District: _____

Taxpayer

Address: _____ City, State, Zip: _____

Board of Review

Ward: _____ Assess./Tax Bill No.: _____ Appeal No.: _____

(Attach copy of complete appeal submitted to the Board of Review)

Address or Legal Description of Property Being Appealed. **Also, please identify building by place of business for convenience of appraisal.** _____

I hereby appeal the decision of the Board of Review on the assessment of the above described property pursuant to L.R.S. 47:1992. I timely filed my appeal as required by law.

The original Fair Market Value by the assessor was:

Land \$ _____ Improvement \$ _____ * Personal Property \$ _____

Total \$ _____

The proposed Fair Market Value by the taxpayer was (at the Board of Review):

Land \$ _____ Improvement \$ _____ * Personal Property \$ _____

Total \$ _____

The Fair Market Value determined by the Board of Review was:

Land \$ _____ Improvement \$ _____ * Personal Property \$ _____

Total \$ _____

* If you are not appealing personal property, leave this section blank.

I understand that property is assessed at a percentage of fair market value, which means the price for the property which would be agreed upon between a willing and informed buyer and a willing and informed seller, under usual and ordinary circumstances, the highest price the property would bring on the open market, if exposed for sale for a reasonable time.

Appellant: _____ (Taxpayer/Taxpayer's Rep./Assessor)

Address: _____

Telephone No.: _____

Date of Appeal

Form 3103.B
Exhibit B
Appointment of Taxpayer Agent
In
Louisiana Tax Commission
Ad Valorem Tax Appeal

I. Appellant Taxpayer:

Name _____

Address _____

Telephone Number _____

II. Authorized Taxpayer Agent:

Name of Agent _____

Address _____

Telephone Number _____

III. Scope of Authorized Appointment:

A. Duration:

_____ Tax Year _____ (Days, Months, etc.) _____ Until Revoked.

B. Agent Authority:

1. ___ General powers granted to represent taxpayer in all matters.

2. ___ Specified powers as listed.

(a.) ___ File notices of protest and present protests before the Louisiana Tax Commission.

(b.) ___ Receive confidential information filed by taxpayer.

(c.) ___ Negotiate and resolve disputed tax matters without further authorization.

(d.) ___ Represent taxpayer during appeal process.

C. Properties Authorized to Represent:

1. ___ All property.

2. ___ The following property only (give assessment number, and municipal address or legal description).

(Continue on attached pages as needed.)

IV. The undersigned owner or legally authorized corporate officer does hereby appoint the above named taxpayer agent as provided herein.

By: _____

Signature

Date

Name _____

Address _____

Title or Position _____

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837, R.S. 47:1989 and R.S. 47:1992.

HISTORICAL NOTE: Promulgated by the Louisiana Tax Commission, LR 4:339 (September 1978), amended by the Department of Revenue and Taxation, Tax Commission, LR 10:947 (November 1984), LR 15:1097 (December 1989), LR 20:198 (February 1994), LR 21:186 (February 1995), LR 22:117 (February 1996), amended by the Department of Revenue, Tax Commission, LR 24:492 (March 1998), LR 25:319 (February 1999), LR 26:512 (March 2000), LR 28:521 (March 2002), LR 31:721 (March 2005), LR 32:436 (March 2006), LR 33:498 (March 2007), LR 34:688 (April 2008), LR 36: (March 2010).

§3105. Practice and Procedure for Public Service Properties Hearings

A. The Tax Commission or its designated representative, as provided by law, shall conduct hearings to consider the written protest of an appellant taxpayer. The appeal shall be filed within thirty (30) days after receipt of the Public Service Section's Certificate of Value. In order to institute a proceeding before the commission, the taxpayer shall file Form 3103.A and, if applicable Form 3103.B.

B.1. All filings to the Louisiana Tax Commission shall be filed, in proper form, consisting of an original and seven (7) copies on letter size paper, with the Office of the Administrator. All appeals and filings shall be deemed filed when deposited with the United States Postal Service and can be evidenced by proof of mailing by registered or certified mail.

2. The Office of the Administrator shall be sent one (1) "service copy" of all State Court, Federal Court, Appellate Court, and/or Supreme Court pleadings in which the LTC is named party in addition to Special Counsel for the LTC.

C. At the close of the time period for filing protests, the commission shall assign each case to the docket and notify the parties of the time and place of the hearing.

D. Ten (10) days prior to said hearings, the protesting taxpayer shall file a signed, pleading, specifying each respect in which the initial determination is contested, setting forth the specific basis upon which the protest is filed, together with a statement of the relief sought and seven (7) copies of all hearing exhibits to be presented; which shall be marked "Exhibit Taxpayer_____" and shall be consecutively numbered, indexed and bound. Legal memorandum submitted by the parties will be made part of the record of proceedings before the commission, but shall not be filed as exhibits to be offered into evidence for the hearing before the commission.

E. Every taxpayer, witness, attorney or other representative shall conduct themselves in all proceedings with proper dignity, courtesy and respect for the hearing officer or the commission, and all other parties. Disorderly conduct will not be tolerated.

Attorneys shall observe and practice the standards of ethical behavior prescribed for attorneys at law by the Louisiana Bar Association. Any taxpayer, witness, attorney or other representative may be excluded by the hearing officer or the commission of any hearing for such a period and upon such conditions as are just for violation of this rule.

F. Upon written notice by the commission, the parties and/or their attorneys or other representatives may be directed to meet and confer together by telephone or otherwise, prior to the hearings and/or prior to the setting of a date for a hearing, for the purpose of formulating issues and considering:

1. simplification of issues;
2. a limitation, where possible, of the number of witnesses;
3. possible consolidation of like protests;
4. the time required for presentations;
5. stipulations as to admissibility of exhibits;
6. submission of proposed findings of fact;
7. such other matters as may aid in the simplification of the proceedings and the disposition of the matters in controversy.

G. Actions requested and agreed upon at the conference shall be recorded in an appropriate statement by the taxpayer and filed with the commission seven (7) days prior to the hearing. In the event of a disagreement over any item discussed at the conference, the statement filed with the commission shall state the specific item as to which there is a disagreement, together with a brief summary of the nature of the disagreement.

H. A motion for consolidation of two or more protests, if made prior to hearing, shall be in writing, signed by the mover, his attorney or representative, and filed with the commission prior to the date set for the hearing. No two or more protests shall be consolidated or heard jointly without the consent of the taxpayer and by consent of the commission, unless the commission shall find that the two or more protest involve common questions of law and fact, and shall further find that separate hearings would result in unwarranted expenses, delays or substantial injustice.

I. All hearings shall be open to the public. All hearings shall be held in Baton Rouge, LA, unless the commission shall designate another place of hearing.

J. Hearings may be conducted by a hearing officer selected and appointed by the commission. The hearing officer shall have the authority to administer oaths, may examine witnesses and rule upon the admissibility of evidence and amendments to pleadings. The hearing officer shall have the authority to recess any hearing from day to day.

K. The hearing officer shall have the responsibility and duty of assimilating testimony and evidence, compiling a written summary of the testimony and evidence, and presenting a proposed order to the commission. The proposed order shall be served upon the protesting taxpayer by mailing of the notice of final decision by the commission.

L. The commission or hearing officer shall direct the taxpayer to enter their appearance on the record. In all proceedings, the protesting taxpayer shall open with a statement and/or argument. After the protesting taxpayer has presented all its evidence, the commission or hearing officer may call upon any witness or the staff of the commission for further material or relevant evidence upon any issue.

M. Upon written notice by the commission the parties or their attorneys, or other representative, may be directed to file legal memorandums with the commission seven (7) days prior to the hearing. The legal memorandum shall address in a concise manner the legal issues presented in the appeal to the commission together with a statement of any legal authority supporting the party's position.

N. Any evidence which would be admissible under the Louisiana Rules of Evidence shall be deemed admissible by the commission. The Louisiana Rules of Evidence shall be applied liberally in any proceeding before the commission. Either party may object to evidence not previously disclosed by the opposing party. The commission may exclude evidence, which is deemed by the commission to be incompetent, immaterial or unduly repetitious.

O. Any party, with leave of the commission or hearing officer, may present prepared sworn deposition testimony of a witness, either narrative or in question and answer form, which shall be incorporated into the record as if read by the witness. The opposing party will be allowed to cross-examine the witness and/or submit any sworn testimony given by the witness in the deposition. Seven (7) copies of the prepared deposition testimony shall be filed with the commission.

P. The commission or hearing officer shall have the right in any proceeding to limit the number of witnesses whose testimony is merely cumulative.

Q. Subpoenas for the attendance of witnesses or for the production of books, papers, accounts or documents at a hearing, may be issued by the commission upon its

own motion, or upon the written motion of the taxpayer showing that there is good cause for the issuance of same. No subpoenas shall be issued until the taxpayer who wishes to subpoena the witness first deposits with the agency a sum of money sufficient to pay all fees and expenses to which a witness in a civil case is entitled pursuant to R.S. 13:3661 and R.S. 13:3671. Any subpoena duces tecum shall allow no less than five days to assimilate and to deliver said documents subpoenaed by the subpoena recipient.

R. The parties to an appeal shall be notified in writing by certified mail of the final decision of the commission. The taxpayer shall have thirty (30) days from receipt of the Order to appeal to a court of competent jurisdiction.

S. The word "commission" as used herein refers to the chairman and the members or its delegate appointed to conduct the hearings.

LTC Docket No. _____

Form 3105.A
Exhibit A

La. Tax Commission
P. O. Box 66788
Baton Rouge, LA 70896
(225) 925-7830

Appeal to Louisiana Tax Commission
by Taxpayer

For Public Service Property

Name: _____ Parish/District: _____

Taxpayer

Address: _____ City, State, Zip: _____

Address or Legal Description of Property Being Appealed _____

The Fair Market Value of the Public Service Section of the Louisiana Tax Commission is:

Land \$ _____ Improvement \$ _____ * Personal Property \$ _____

Total \$ _____

I am requesting that the Fair Market Value be fixed at:

Land \$ _____ Improvement \$ _____ * Personal Property \$ _____

Total \$ _____

* If you are not appealing personal property, leave this section blank.

I understand that property is assessed at a percentage of fair market value which means the price for the property which would be agreed upon between a willing and informed buyer and a willing and informed seller under usual and ordinary circumstances, the highest price the property would bring on the open market if exposed for sale for a reasonable time.

Appellant:

Address: _____

Telephone No.: _____

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837 and R.S. 47:1856.

HISTORICAL NOTE: Promulgated by the Louisiana Tax Commission, LR 4:339 (September 1978), amended by the Department of Revenue and Taxation, Tax Commission, LR 10:947 (November 1984), LR 15:1097 (December 1989), LR 20:198 (February 1994), LR 21:186 (February 1995), LR 23:209 (February 1997), amended by the Department of Revenue, Tax Commission, LR 24:493 (March 1998), LR 25:320 (February 1999), LR 26:513 (March 2000), LR 30:492 (March 2004), LR 31:723 (March 2005), LR 32:438 (March 2006), LR 33:499 (March 2007), LR 34:689 (April 2008), LR 36: (March 2010).

§3106. Practice and Procedure for the Appeal of Bank Assessments

A. The Tax Commission or its designated representative, as provided by law, shall conduct hearings to consider the written protest of an appellant taxpayer. The appeal shall be filed within thirty (30) days of the dated Certificate of Value to the taxpayer. In order to institute a proceeding before the commission, the taxpayer shall file Form 3106.A and, if applicable Form 3103.B.

B. All filings to the Louisiana Tax Commission shall be filed with the Office of the Administrator. They shall be deemed filed only when actually received, in proper form. All filings shall be in the form of an original and seven (7) copies on letter size paper.

1. The Office of the Administrator shall be sent one (1) "service copy" of all State Court, Federal Court, Appellate Court, and/or Supreme Court pleadings in which the LTC is named party in addition to Special Counsel for the LTC.

C. At the close of the time period for filing protests, the commission shall assign each case to the docket and notify the parties of the time and place of the hearing.

D. Ten (10) days prior to said hearings, the protesting taxpayer shall file a signed, pleading, specifying each respect in which the initial determination is contested, setting forth the specific basis upon which the protest is filed, together with a statement of the relief sought and seven (7) copies of all hearing exhibits to be presented; which shall be marked "Exhibit Taxpayer_____" and shall be consecutively numbered, indexed and bound. Legal memorandum submitted by the parties will be made part of the record of proceedings before the commission, but shall not be filed as exhibits to be offered into evidence for the hearing before the commission.

E. Every taxpayer, witness, attorney or other representative shall conduct themselves in all proceedings with proper dignity, courtesy and respect for the hearing officer or the commission, and all other parties. Disorderly conduct will not be tolerated. Attorneys shall observe and practice the standards of ethical behavior prescribed for attorneys at law by the Louisiana Bar Association. Any taxpayer, witness, attorney or other representative may be excluded by the hearing officer or the commission of any hearing

for such a period and upon such conditions as are just for violation of this rule.

F. Upon written notice by the commission, the parties and/or their attorneys or other representatives may be directed to meet and confer together by telephone or otherwise, prior to the hearings and/or prior to the setting of a date for a hearing, for the purpose of formulating issues and considering:

1. simplification of issues;
2. a limitation, where possible, of the number of witnesses;
3. possible consolidation of like protests;
4. the time required for presentations;
5. stipulations as to admissibility of exhibits;
6. submission of proposed findings of fact;
7. such other matters as may aid in the simplification of the proceedings and the disposition of the matters in controversy.

G. Actions requested and agreed upon at the conference shall be recorded in an appropriate statement by the taxpayer and filed with the commission seven (7) days prior to the hearing. In the event of a disagreement over any item discussed at the conference, the statement filed with the commission shall state the specific item as to which there is a disagreement, together with a brief summary of the nature of the disagreement.

H. A motion for consolidation of two or more protests, if made prior to hearing, shall be in writing, signed by the mover, his attorney or representative, and filed with the commission prior to the date set for the hearing. No two or more protests shall be consolidated or heard jointly without the consent of the taxpayer and by consent of the commission, unless the commission shall find that the two or more protest involve common questions of law and fact, and shall further find that separate hearings would result in unwarranted expenses, delays or substantial injustice.

I. All hearings shall be open to the public. All hearings shall be held in Baton Rouge, LA, unless the commission shall designate another place of hearing.

J. Hearings may be conducted by a hearing officer selected and appointed by the commission. The hearing officer shall have the authority to administer oaths, may examine witnesses and rule upon the admissibility of evidence and amendments to pleadings. The hearing officer shall have the authority to recess any hearing from day to

day.

K. The hearing officer shall have the responsibility and duty of assimilating testimony and evidence, compiling a written summary of the testimony and evidence, and presenting a proposed order to the commission. The proposed order shall be served upon the protesting taxpayer by mailing of the notice of final decision by the commission.

L. The commission or hearing officer shall direct the taxpayer to enter their appearance on the record. In all proceedings, the protesting taxpayer shall open with a statement and/or argument. After the protesting taxpayer has presented all its evidence, the commission or hearing officer may call upon any witness or the staff of the commission for further material or relevant evidence upon any issue.

M. The commission shall provide an official reporter to make and transcribe a stenographic record of the hearing and shall provide for such copies of the transcript as may be requested by any party or as may be required for the purposes of the commission upon payment of the cost of transcribing the hearing.

N. Upon written notice by the commission the parties or their attorneys, or other representative, may be directed to file legal memorandums with the commission seven (7) days prior to the hearing. The legal memorandum shall address in a concise manner the legal issues presented in the appeal to the commission together with a statement of any legal authority supporting the party's position.

O. Any evidence which would be admissible under the Louisiana Rules of Evidence shall be deemed admissible by the commission. The Louisiana Rules of Evidence shall be applied liberally in any proceeding before the commission. Either party may object to evidence not previously disclosed by the opposing party. The commission may exclude evidence, which is deemed by the commission to be incompetent, immaterial or unduly repetitious.

P. Any party, with leave of the commission or hearing officer, may present prepared sworn deposition testimony of a witness, either narrative or in question and answer form, which shall be incorporated into the record as if read by the witness. The opposing party will be allowed to cross-examine the witness and/or submit any sworn testimony given by the witness in the deposition. Seven (7) copies of the prepared deposition testimony shall be filed with the commission.

Q. The commission or hearing officer shall have the right in any proceeding to limit the number of witnesses whose testimony is merely cumulative.

R. Subpoenas for the attendance of witnesses or for the production of books, papers, accounts or documents at a hearing, may be issued by the commission upon its own motion, or upon the written motion of the taxpayer showing that there is good cause

for the issuance of same. No subpoenas shall be issued until the taxpayer who wishes to subpoena the witness first deposits with the agency a sum of money sufficient to pay all fees and expenses to which a witness in a civil case is entitled pursuant to R.S. 13:3661 and R.S. 13:3671. Any subpoena duces tecum shall allow no less than five days to assimilate and to deliver said documents subpoenaed by the subpoena recipient.

S. The parties to an appeal shall be notified in writing by certified mail of the final decision of the commission. The taxpayer shall have thirty (30) days from receipt of the Order to appeal to a court of competent jurisdiction.

T. The word "commission" as used herein refers to the chairman and the members or its delegate appointed to conduct the hearings.

LTC Docket No. _____

Form 3106.A

Appeal to Louisiana Tax Commission by Taxpayer

LA Tax Commission
P. O. Box 66788
Baton Rouge, LA 70896
(225) 925-7830

For Bank Stock Assessments

Name: _____ Parish/District: _____

Taxpayer

Address: _____ City, State, Zip: _____

Address or Legal Description of Property Being Appealed _____

The Fair Market Value of the Administrative Section of the Louisiana Tax Commission is:

\$ _____

I am requesting that the Fair Market Value be fixed at:

\$ _____

Appellant:

Address: _____

Telephone No.: _____

Date: _____

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837.

HISTORICAL NOTE: Promulgated by the Department of Revenue, Tax Commission, LR 33:499 (March 2007), LR 34:690 (April 2008), LR 36: (March 2010).

§3107. Practice and Procedure for the Appeal of Insurance Credit Assessments

A. The Tax Commission or its designated representative, as provided by law, shall conduct hearings to consider the written protest of an appellant taxpayer. The appeal shall be filed within thirty (30) days of the dated Certificate of Value to the taxpayer. In order to institute a proceeding before the commission, the taxpayer shall file Form 3107.A and, if applicable Form 3103.B.

B. All filings to the Louisiana Tax Commission shall be filed with the Office of the Administrator. They shall be deemed filed only when actually received, in proper form. All filings shall be in the form of an original and seven (7) copies on letter size paper.

1. The Office of the Administrator shall be sent one (1) "service copy" of all State Court, Federal Court, Appellate Court, and/or Supreme Court pleadings in which the LTC is named party in addition to Special Counsel for the LTC.

C. At the close of the time period for filing protests, the commission shall assign each case to the docket and notify the parties of the time and place of the hearing.

D. Ten (10) days prior to said hearings, the protesting taxpayer shall file a signed, pleading, specifying each respect in which the initial determination is contested, setting forth the specific basis upon which the protest is filed, together with a statement of the relief sought and seven (7) copies of all hearing exhibits to be presented; which shall be marked "Exhibit Taxpayer_____" and shall be consecutively numbered, indexed and bound. Legal memorandum submitted by the parties will be made part of the record of proceedings before the commission, but shall not be filed as exhibits to be offered into evidence for the hearing before the commission.

E. Every taxpayer, witness, attorney or other representative shall conduct themselves in all proceedings with proper dignity, courtesy and respect for the hearing officer or the commission, and all other parties. Disorderly conduct will not be tolerated. Attorneys shall observe and practice the standards of ethical behavior prescribed for attorneys at law by the Louisiana Bar Association. Any taxpayer, witness, attorney or other representative may be excluded by the hearing officer or the commission of any hearing for such a period and upon such conditions as are just for violation of this rule.

F. Upon written notice by the commission, the parties and/or their attorneys or other representatives may be directed to meet and confer together by telephone or otherwise, prior to the hearings and/or prior to the setting of a date for a hearing, for the purpose of formulating issues and considering:

1. simplification of issues;
2. a limitation, where possible, of the number of witnesses;
3. possible consolidation of like protests;
4. the time required for presentations;
5. stipulations as to admissibility of exhibits;
6. submission of proposed findings of fact;
7. such other matters as may aid in the simplification of the proceedings and the disposition of the matters in controversy.

G. Actions requested and agreed upon at the conference shall be recorded in an appropriate statement by the taxpayer and filed with the commission seven (7) days prior to the hearing. In the event of a disagreement over any item discussed at the conference, the statement filed with the commission shall state the specific item as to which there is a disagreement, together with a brief summary of the nature of the disagreement.

H. A motion for consolidation of two or more protests, if made prior to hearing, shall be in writing, signed by the mover, his attorney or representative, and filed with the commission prior to the date set for the hearing. No two or more protests shall be consolidated or heard jointly without the consent of the taxpayer and by consent of the commission, unless the commission shall find that the two or more protest involve common questions of law and fact, and shall further find that separate hearings would result in unwarranted expenses, delays or substantial injustice.

I. All hearings shall be open to the public. All hearings shall be held in Baton Rouge, LA, unless the commission shall designate another place of hearing.

J. Hearings may be conducted by a hearing officer selected and appointed by the commission. The hearing officer shall have the authority to administer oaths, may examine witnesses and rule upon the admissibility of evidence and amendments to pleadings. The hearing officer shall have the authority to recess any hearing from day to day.

K. The hearing officer shall have the responsibility and duty of assimilating testimony and evidence, compiling a written summary of the testimony and evidence, and presenting a proposed order to the commission. The proposed order shall be served upon the protesting taxpayer by mailing of the notice of final decision by the commission.

L. The commission or hearing officer shall direct the taxpayer to enter their appearance on the record. In all proceedings, the protesting taxpayer shall open with a statement and/or argument. After the protesting taxpayer has presented all its evidence, the commission or hearing officer may call upon any witness or the staff of the commission for further material or relevant evidence upon any issue.

M. The commission shall provide an official reporter to make and transcribe a stenographic record of the hearing and shall provide for such copies of the transcript as may be requested by any party or as may be required for the purposes of the commission upon payment of the cost of transcribing the hearing.

N. Upon written notice by the commission the parties or their attorneys, or other representative, may be directed to file legal memorandums with the commission seven (7) days prior to the hearing. The legal memorandum shall address in a concise manner the legal issues presented in the appeal to the commission together with a statement of any legal authority supporting the party's position.

O. Any evidence which would be admissible under the Louisiana Rules of Evidence shall be deemed admissible by the commission. The Louisiana Rules of Evidence shall be applied liberally in any proceeding before the commission. Either party may object to evidence not previously disclosed by the opposing party. The commission may exclude evidence, which is deemed by the commission to be incompetent, immaterial or unduly repetitious.

P. Any party, with leave of the commission or hearing officer, may present prepared sworn deposition testimony of a witness, either narrative or in question and answer form, which shall be incorporated into the record as if read by the witness. The opposing party will be allowed to cross-examine the witness and/or submit any sworn testimony given by the witness in the deposition. Seven (7) copies of the prepared deposition testimony shall be filed with the commission.

Q. The commission or hearing officer shall have the right in any proceeding to limit the number of witnesses whose testimony is merely cumulative.

R. Subpoenas for the attendance of witnesses or for the production of books, papers, accounts or documents at a hearing, may be issued by the commission upon its own motion, or upon the written motion of the taxpayer showing that there is good cause for the issuance of same. No subpoenas shall be issued until the taxpayer who wishes to subpoena the witness first deposits with the agency a sum of money sufficient to pay all fees and expenses to which a witness in a civil case is entitled pursuant to R.S. 13:3661 and R.S. 13:3671. Any subpoena duces tecum shall allow no less than five days to assimilate and to deliver said documents subpoenaed by the subpoena recipient.

S. The parties to an appeal shall be notified in writing by certified mail of the final decision of the commission. The taxpayer shall have thirty (30) days from receipt of the Order to appeal to a court of competent jurisdiction.

T. The word "commission" as used herein refers to the chairman and the members or its delegate appointed to conduct the hearings.

LTC Docket No. _____

Form 3107.A

Appeal to Louisiana Tax Commission by Taxpayer

LA Tax Commission
P. O. Box 66788
Baton Rouge, LA 70896
(225) 925-7830

For Insurance Assessments

Name: _____ Parish/District: _____

Taxpayer

Address: _____ City, State, Zip: _____

Address or Legal Description of Property Being Appealed _____

The Fair Market Value of the Administrative Section of the Louisiana Tax Commission is:

\$ _____

I am requesting that the Fair Market Value be fixed at:

\$ _____

Appellant:

Address: _____

Telephone No.: _____

Date: _____

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837.

HISTORICAL NOTE: Promulgated by the Department of Revenue, Tax Commission, LR 33:501 (March 2007), LR 34:690 (April 2008), LR 36: (March 2010).

Title 61
REVENUE AND TAXATION
Part V. Ad Valorem Taxation

Chapter 33. Financial Institutions

§3301. Guidelines For Ascertaining the Fair Market Value of Financial Institutions

A. The shares of stock of all banks, banking companies, firms, associations or corporations doing a banking business in this state, chartered by the laws of this state or of the United States, are hereby declared subject to taxation for all purposes in this state. (R.S. 47:1967)

B. The shares of stock of all capital stock associations are hereby declared subject to taxation for all purposes in this state (R.S. 6:942)

C. The basis for arriving at the valuation of the shares of stock in any such bank or capital stock association engaged in the banking or capital stock association business shall be the stockholder equity capital, which shall be determined by the addition of paid-in common stock, surplus, undivided profits and all capital reserves, excluding those reserves for loan losses as allowed by the United States Internal Revenue Service. Equity capital shall be adjusted to remove that portion of equity capital based on United States obligations by deducting a percentage of equity capital based on the ratio of U. S. obligations to total assets. Borrowed money and the value of the preferred stock issued by any such bank or capital stock association and actually owned by the United States of America, or any agency thereof, shall not be construed as equity for the purpose of this section.

D. For the purposes of determining the fair market value of shares of stock, the following criteria shall be used: stockholder equity shall serve as a four times factor, 80 percent, and annual net earnings of the individual institution shall serve as a one time factor, 20 percent. Annual net earnings shall be adjusted to remove that portion of earnings based on United States obligations by deducting a percentage of annual net earnings based on the ratio of interest on United States obligations to total operating income. Negative earnings shall not be considered in this formula, and there shall be no earnings loss carried forward or backward. For the purpose of computing the one time, 20 percent earnings factor, the earnings shall be capitalized by multiplying the annual net earnings of the institution by the price earnings ratio for such institutions as published by a nationwide recognized bond and securities rating firm.

1. The price earnings ratio to be used for this purpose shall be computed based on the quarterly average of the previous seven years of the index selected by the Tax Commission by dropping the highest and lowest ratio years and

2. averaging the remaining five years.

2. The calculated price earnings ratio, to be used to compute bank shareholders assessments, shall not change, up or down, by more than 1.5 points from the ratio used in the previous year.

E. For the purpose of arriving at fair market value of shares of stock in the formula previously outlined above, the Tax Commission or its successor shall compute the formula as follows:

1. In the case of banks, banking companies, firms, associations or corporations created under the laws of the United States, from the statements made to the Comptroller of the Currency, and required to be published as of December 31 of each year.

2. In the case of banks, banking companies, firms, associations or corporations created under the laws of this state, from the statement made to the Commissioner of Financial Institutions, and required to be published as of December 31 of each year.

3. In the case of capital stock associations created under the laws of the United States, from the statements made to the Comptroller of the Currency, and required to be published as of December 31 of each year.

4. In the case of capital stock associations created under the laws of this state, from the statement made to the Commissioner of Financial Institutions, and required to be published as of December 31 of each year.

F. From the assessment determined by the application of the 15 percent of fair market value provided for above, there shall be deducted 50 percent of the assessed value of real estate, improvements, buildings, furniture and fixtures owned by the institution. If such real estate, improvements, buildings, furniture and fixtures are owned by a separate corporation, the deduction will be allowed provided all the capital stock (except directors' qualifying shares, if any) is owned by the institution.

1. For the purpose of defining a property eligible for credit, the bank must have:

- a. owned the property as reflected in its year end Statement of Condition; and

- b. paid the previous year taxes on the property.

2. The tax notice may be in the name of another party who actually owned the property on the assessment date of record and still be an allowable credit to the bank as long as both 1.a and b) above have been satisfied.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1967, R.S. 47:1968, R.S. 47:1969, R.S. 6:942, R.S. 6:943 and R.S. 6:944.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 13:249 (April 1987), amended LR 16:1064 (December 1990), LR 20:198 (February 1994), LR 28: (March 2002).

§3303. Allocation for Credit Purposes of Assessments Not Directly Attributable to a Specific Office

A. All property assessments not directly attributable to a specific office will be allocated, for purposes of the 50 percent credit from shareholders assessments, according to the following methods:

1. If the institution has one or more office(s) in the parish where such property assessments are located, the amount to be allocated to each such office shall be determined by the percentage each office's average of deposits bears to the total average deposits of all offices in that parish.

2. If the institution does not have a full service banking office in the parish where such property assessments are located, the credit shall be assigned to the institution's main office location.

B. Except as provided herein, no assessment shall hereafter be made against the capital stock, surplus, undivided profits or reserves of any financial institution engaged in the banking or savings and loan business, chartered under the laws of this state or of the United States, doing business in this state, whose capital stock is represented by shares. (R.S. 47:1967 and R.S. 6:942)

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1967, R.S. 47:1968, R.S. 47:1969, R.S. 6:942, R.S. 6:943 and R.S. 6:944.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 16:1064 (December 1990).

§3305. Listing and Assessing of Stock; Place (Multi-Parish Branch Offices)

When any bank, banking company, firm, association, corporation or capital stock association operates one or more branch office(s) in any parish or parishes other than the parish of its legal domicile, its assessment shall be divided for state and local purposes, and the number of shares of stock or fractions thereof, to be assessed in each parish in

which such branches are maintained shall be determined by the proportion which the capital stock assigned to each branch shall bear to the whole of capital stock. (R.S. 47:1968 and R.S. 6:943)

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1967, R.S. 47:1968, R.S. 47:1969, R.S. 6:942, R.S. 6:943 and R.S. 6:944.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 13:249 (April 1987), amended LR 16:1064 (December 1990).

§3307. Methods of Branch Office Allocations

A. Under guidelines hereby established, a financial institution is granted the discretion of electing either of the following approved methods of allocating both capital stock and net income for each branch office when more than one parish is involved:

1. actual (per accounting records)--branch capital and net income.
2. deposits--quarterly average as a percentage of branch to total institution.

B. If deposits method is elected, Form TC-6 shall be submitted to indicate deposit balances for each branch office. The percentage derived shall be applied to both capital and net income for allocation purposes.

Any financial institution believed to be shifting the accounting of office deposits in an abnormal manner shall be subject to audit by the Tax Commission under authority granted pursuant to R.S. 47:1837.

C. Once an election is made by the institution, a change to the other alternative is permitted only upon prior, written approval of the Tax Commission. If such change is granted, the new allocation method shall remain in effect for a period of at least five years thereafter before another change request will be considered, unless the commission permits a waiver of the five year requirement.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1967, R.S. 47:1968, R.S. 47:1969, R.S. 6:942, R.S. 6:943 and R.S. 6:944.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 13:249 (April 1987), amended LR 16:1064 (December 1990), LR 22:117 (February 1996), LR 32: (March 2006).

§3309. Listing and Assessing of Stock; Branch Offices

When any bank, banking company, firm, association, corporation or capital stock

association operates a branch office or offices in different municipalities wholly within the limits of the parish of its legal domicile, its tax assessment for state and local purposes may be assessed at its domicile or may be apportioned among the various municipalities in which such institution and its branch or branches are located in the proportion which the respective amount of deposits in such branches shall bear to the total deposits of such institution. The amount of deposits to be determined as of the thirty-first day of December of the preceding year. Exercise of the provisions in this section is discretionary with the financial institution affected hereby and shall not apply to the Parish of Orleans. (R.S. 47:1969 and R.S. 6:944)

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1967, R.S. 47:1968, R.S. 47:1969, R.S. 6:942, R.S. 6:943 and R.S. 6:944.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 13:249 (April 1987), amended LR 16:1064 (December 1990).

Title 61
REVENUE AND TAXATION
Part V. Ad Valorem Taxation

Chapter 35. Miscellaneous

§3501. Service Fees--Tax Commission

A. The Tax Commission is authorized by R.S. 47:1838 to levy and collect fees on an interim basis for the period beginning on July 1, 2010, and ending on June 30, 2014, in connection with services performed by the Tax Commission as follows:

1. A fee for assessing public service property, at the rate of .01 percent of the assessed value, to be paid by each public service property which pays ad valorem taxes.

2. A fee for assessing insurance companies, at the rate of .015 percent of the assessed value, to be paid by each insurance company which pays ad valorem taxes.

3. A fee for assessing financial institutions, at the rate of .015 percent of the assessed value, to be paid by each bank and capital stock association which pays ad valorem taxes.

B. The fee shall be computed on public service property, insurance company credit assessments and bank stock assessments and added to each parish and/or municipal tax roll as part of value of the property by the time the roll is reviewed for final approval by the Tax Commission in accordance with R.S. 47:1993.

C. Collection Procedure

1. The sheriff in each parish and the tax collector for the City of New Orleans shall be responsible for the collection of the Tax Commission fee which is paid by each public service property, insurance company and bank which pays ad valorem taxes (R.S. 47:2051), as per Act 184 of 1993.

2. The tax collector is required to mail a notice of tax due to each public service property, insurance company and bank which pays ad valorem taxes listed on the tax rolls (R.S. 47:2101(B)(1)). Every parish tax notice sent to such taxpayers shall contain a separate line thereon that reads: "assessment fee by and for the Louisiana Tax Commission \$_____".

a. The fee assessed by the Tax Commission shall be collected as a part of the total tax due and remitted by the tax collector directly to the Tax

Commission Expense Fund on or before the succeeding March 31 of each year.

b. Any delinquent fee, including all additions, shall be remitted to the Tax Commission for deposit in its expense fund.

D. In addition to the above, the Tax Commission has also adopted certain user service fees that will be collected by the Commission at the time of purchase as follows:

1. The Louisiana Tax Commission Real/Personal Property Rules and Regulations manual can be found on the Commission website at www.latax.state.la.us. There is no charge levied for this service.

2. The Louisiana Tax Commission annually adopted updates and amendments to the Real/Personal Property Rules and Regulations manual can be found on the Commission website at www.latax.state.la.us. There is no charge levied for this service.

3. A \$20 fee to be levied for the receipt of a printed copy of each Louisiana Tax Commission biennial report, beginning with the twenty-fifth edition (1990-1991) to be paid by the requesting party.

4. A \$20 fee to be levied for the filing of late LAT forms on amended renditions for reduced assessments, excluding office errors by the assessor's office, which shall be payable by the requesting taxpayer at the time of filing said late rendition. This fee should be made payable to the Louisiana Tax Commission and be forwarded with the required documents for said assessment reduction to be processed by this office.

E. In accordance with Act 184 of 1993, the Tax Commission, in addition to powers contained in R.S. 47:1837 et seq., is authorized to make audits or examinations of any taxpayer's return due under R.S. 47:1852 and the property, place of business, books, records, activity and programs of the taxpayer insofar as it may affect, clarify or disclose its tax liability.

After procedures as set forth in R.S. 47:1835 relative to notification of tax due to the taxpayer and his time period for protesting such assessment have expired, the Tax Commission shall receive 10 percent of the additional tax, penalty and interest collected. Such funds shall be paid to the Tax Commission and shall be deposited in the Tax Commission Expense Fund.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1835 and R.S. 47:1838.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation,

Tax Commission, LR 19:212 (February 1993), amended LR 20:198 (February 1994), amended by the Department of Revenue, Tax Commission, LR 24:494 (March 1998), LR 25:320 (February 1999), LR 26:513 (March 2000), LR 28:521 (March 2002), LR 30:493 (March 2004), LR 31:724 (March 2005), LR 32:439 (March 2006), LR 33:502 (March 2007), LR 35:501 (March 2009), LR 37:

§3505. Housing for the Homeless

For the purpose of applying the exemption from ad valorem taxation provided in Article VII, Section 21(B)(1)(b) of the Constitution of Louisiana, the following definitions have been adopted by the Tax Commission in accordance with Act 845 of 1989:

1. a homeless person is one without a house, an apartment, a room or any type of residence or domicile;

2. "term of lease" shall mean the total length of the lease, including renewals at the option of the lessees, that the lessor obligates property to a nonprofit corporation or association for use solely as housing for the homeless.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47: 1709.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 19:212 (February 1993).

§3507. Claim for Taxes Paid in Error

Any taxpayer/owner who has a claim against a political subdivision for ad valorem taxes erroneously paid, may present such claim to the Louisiana Tax Commission. The claim may be presented on the form in this section and shall be presented as follows:

1. The claim shall be presented to the Tax Commission in writing within three years of the erroneous payment.
2. The presentation of the claim shall include:
 - a. the name of the parish in which the property is located and, in Orleans Parish, the number of the district;
 - b. the name and address of the property owner;
 - c. the amount of tax paid in error;
 - d. the assessment number, tax bill number, account number, or any other numerical designation of the property on the assessment rolls.
3. The person who presents the claim shall:
 - a. present proof of an erroneous payment by evidence such as a receipt to the claimant, or a canceled check issued in payment, and
 - b. present proof that he or she (i.) is the person who made the erroneous payment by evidence such as a receipt to the claimant, or a canceled check issued in payment; or (ii.) is a bona fide representative of the person who made the erroneous payment by evidence such as proof of status of responsible employee or officer, or affidavit or contract of employment as attorney, accountant, or other representative; or, by proof of status as custodian, trustee, executor, or other legal capacity, or other showing of capacity of representative of the claimant; or, (iii.) has succeeded to or otherwise possesses the right to present the claim.
4. The claim shall show the nature of the error. Payment of taxes on property which was eligible for homestead exemption, or was exempt from taxation by Article VII, Section 21 of the Constitution of 1974, or other provision of law is erroneous payment. Dual payment, or payment on dual or multiple assessments of the same property is erroneous payment. Payment of taxes which results solely from a clerical error by the assessor or by the taxpayer may be erroneous payment.
 - a. In the case of dual payment or dual assessment, the claim shall particularly identify the property on which dual payment was made.

b. In the case of a claim of exemption, the claimant shall provide proof of the basis of the exemption.

c. There is no erroneous payment when the taxpayer questions the accuracy of an assessment, but has not appealed the assessment by regular administrative process.

5. If it is reasonably available to the claimant, the presentation shall include:

a. except in Orleans Parish, the number of the ward in which the property is located; or, in the case of business personal or movable property, the number of the ward in which the property was taxed;

b. the property classification, such as land, improvement, machinery and equipment, furniture and fixtures, inventory, or similar classification.

6. The claim must be presented to the Tax Commission within three years of the erroneous payment. The date of payment shall be shown by a dated receipt from the tax collector; or, by a date marked by the collector on the check on the date of payment or processing; or, if neither is available, the date of processing, or cancellation marked by the bank in which the check was deposited.

The claim should be sent with return receipt requested to provide proof of receipt by the Tax Commission. If it is not sent in this manner, the postmark date indicated on the envelope shall be the date on which the claim is made to the Tax Commission for determination of a timely filed claim.

7. A copy of the claim shall be forwarded to the assessor and the assessor shall, within five (5) business days after receipt thereof, advise the Tax Commission whether a refund is due to claimant using Form 3507.B. If the assessor advises the Tax Commission that a refund is due the claimant, the Tax Commission shall duly examine the merits and correctness of each such claim, and shall make a determination thereon within thirty (30) days of receipt of the claim.

8. There will be refund of taxes paid in error only in the limited circumstances allowed by R.S. 47:2108.1(C)(1) and (3). In all other cases, a credit against future taxes owed shall be the remedy (R.S. 47:2108.1(C)(2)).

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837 and R.S. 47:2108.1.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 16:1063 (December 1990), amended LR 19:212 (February 1993), LR 20:198 (February 1994), LR 22:117 (February 1996), LR 23:209 (February 1997), amended by the Department of Revenue, Tax Commission, LR 24:494 (March 1998), LR

32:441 (March 2006).

M/R-3 (2006)

Form 3507.A
Claim For Refund Or Credit
Of Taxes Paid In Error
(To Be Completed by Taxpayer/Claimant)

I. Claimant:

Name _____

Mailing Address _____

City _____ State _____ Zip _____

II. Property:

Parish _____ District (if Orleans Parish) _____ Ward _____

Assessment No. _____ Tax Bill No. _____

Amount of Tax Paid in Error _____ Tax Year _____

Description of Property: _____

III. Basis of Claim:

Dual or multiple payment _____

Payment on non-existent property _____

Payment on property in which taxpayer no longer
has an interest _____

Property is eligible for homestead exemption _____

Clerical error in assessment rolls _____

Other _____

The following documents are attached to this form as proof of the basis for this claim:

IV. Proof of Payment:

The following proof of payment is attached:

_____ Copy of canceled check(s) both sides

_____ Receipt to the Claimant

Claim For Refund Or Credit
Of Taxes Paid In Error
Page 2

V. Date of Erroneous Payment: _____

The following proof of date of payment is attached to document the date(s) of payment(s):

- _____ Copy of canceled check(s) (both sides)
- _____ Dated receipt from Tax Collector
- _____ Other (describe)

VI. Standing:

The following proof that the claimant is the person who made the erroneous payment, is a bona fide representative of the person who made the erroneous payment or has succeeded to or otherwise possesses the right to present the claim is attached:

- _____ Receipt to Claimant or canceled check
- _____ Proof of status as responsible employee or officer
- _____ Affidavit or Contract of Employment as attorney, accountant or other representative, or
- _____ Other proof of status as legal representative of Claimant

VII. Signature:

Property Owner/Authorized Agent

To Be Completed At Office of Louisiana Tax Commission

Claim received, Date _____ Assessor consulted, Date _____

Assessor's response: Approve _____ Disapprove _____ Date _____

Other _____

Initial Response To Taxpayer

Documentation requested _____ Date _____

Received _____ Date _____

Decision

Approved _____ Denied _____ Date _____

Reason for denial _____

Reason _____

Refund Or Credit

Property is eligible for homestead Yes _____ No _____

Parish has alternative procedure Yes _____ No _____

Form 3507.B
Assessor Notification of
Possible Claim For Refund Or Credit
For Taxes Paid In Error
(To Be Completed by Assessor)

Claimant:

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Property:

Parish _____ District (if Orleans Parish) _____

Ward _____ Assessment No. _____ Tax Bill No. _____

I have received and reviewed the Claim for Refund or Credit of Taxes Paid in Error (Form 3507.A) for the above referenced claimant and property. Based upon my review, I have determined that:

The claimant is due a refund or credit for taxes erroneously paid in the amount of \$ _____ due to (describe reason(s) for refund or credit) _____.

This property is _____ is not _____ eligible for the homestead exemption.

My parish does _____ does not _____ have an alternative procedure for providing for refunds of ad valorem taxes erroneously paid.

_____ No refund or credit for taxes erroneously paid is due. (Reason(s) for denial)

_____ Assessor

§3509. Tulane University -- Exemption Allocation Regulation

A. This Regulation shall be titled and known as “Tulane University Exemption Allocation Regulation.”

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837 and R.S. 47:1856.

HISTORICAL NOTE: Promulgated by the Department of Revenue and Taxation, Tax Commission, LR 16:1064 (December 1990), amended LR 19:212 (February 1993), amended by the Department of Revenue, Tax Commission, LR 33:502 (March 2007).

§3511. Tulane University -- Purpose

A. This regulation establishes general applicability, definitions, and requirements as it pertains to application of a statewide exemption in favor of Tulane University.

B. Tulane University is exempt from property taxes on the following types or uses of properties:

1. properties used for its educational purposes;
2. vacant, non-income producing properties; and
3. income producing properties up to a maximum statewide total limit of \$5,000,000 in fair market value.

C. Regulation 3509 allocates the \$5,000,000 exemption equitably among all Tulane University income producing property subject to ad valorem taxation in the State of Louisiana.

D. Louisiana Constitution, Article VII, Section 21 provides that all non-profit companies are exempt from property taxes.

E. The Supreme Court of Louisiana held in Board of Administrators of the Tulane Educational Fund vs. Louisiana Tax Commission consolidated with Thomas L. Arnold, Assessor, vs. Board of Administrators of the Tulane Educational Fund, dated January 30, 1998, denying an appeal of the decision of the Court of Appeal, 4th Circuit, dated October 1, 1997, that non-income producing or vacant properties owned by a non-profit company are exempt from property taxes under the Louisiana Constitution. The Louisiana Attorney General agreed in Opinion Number 01-323, dated September 13, 2001.

F. Louisiana Constitution, Article VIII, Section 14, reconfirming Act No. 43 of July 21, 1884, provides that, in addition to Tulane’s full exemption on properties used

for educational purposes and properties that are non-income producing or vacant, Tulane is exempt from property taxes on its first \$5,000,000 in Fair Market Value of all income producing properties in Louisiana. This exemption was confirmed in the decision of the Civil District Court for the Parish of Orleans, Division "J", Case No. 89-14534, Board of Administrators of the Tulane Educational Fund vs. The Louisiana Tax Commission, dated April 19, 1990, which was never appealed and is therefore final. The Louisiana Tax Commission also confirmed this \$5,000,000 exemption in LTC Regulation No. 3509.

G. To administer this exemption, which extends throughout the State and requires coordination among all assessors, the Louisiana Tax Commission established LTC Regulation No. 3509 procedures to be followed by all assessors when assessing property owned by Tulane. The Commission instructs each assessor to list each property owned by Tulane as exempt and, at the time the rolls are filed with the Commission, all assessors shall deliver a list of all Tulane properties in their parish or municipal district that are not otherwise exempt from taxation pursuant to Louisiana law (i.e. not used for educational purposes or non-income producing). See: Memo of Louisiana Tax Commission to all Assessors, dated December 18, 1991.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837 and R.S. 47:1856.

HISTORICAL NOTE: Promulgated by the Department of Revenue, Tax Commission, LR 31:724 (March 2005), amended LR 33:502 (March 2007).

§3513. Tulane University -- Definitions

- A. For the purpose of this section, the following definitions apply:
1. Allocation Formula: defined in LTC Regulation 3519.
 2. Assessed Value (AV): determined according to Louisiana law.
 3. Commission: the Louisiana Tax Commission (sometimes referred to as "LTC").
 4. Fair Market Value (FMV): defined by Louisiana law.
 5. FMV Each Improvement: the Fair Market Value of all buildings and improvements in each tax assessment. (Tax assessors should issue one tax assessment amount for all buildings and improvements.)
 6. FMV Each Land Parcel: the Fair Market Value of all land in each tax assessment bill included in Non-Exempt Property.
 7. FMV Improvements Statewide: the total Fair Market Value of all

buildings and improvements included in Non-Exempt Property.

8. FMV Land Statewide: the total Fair Market Value of all land included in Non-Exempt Property.

9. Improvement Assessment Ratio: for Commercial Properties, fifteen percent (15%) of the Fair Market Value of the buildings and other improvements only and for Residential Properties, ten percent (10%) of the Fair Market Value of the buildings and other improvements only.

10. Land Assessment Ratio: ten percent (10%) of the Fair Market Value of the land only.

11. Louisiana Tax Commission Form TC-TU01-A (Tulane Non-Exempt Property Report): the form adopted by the Commission for Tulane University to provide its list of Non-Exempt Property.

12. Louisiana Tax Commission Form TC-TU01-B (Tulane Non-Exempt Property Report of the Pre-Exemption Property Values): the form completed by the Tax Assessor to provide to Tulane University and the commission the Tax Assessor's proposed Fair Market Value and Assessed Value of Tulane University's Non-Exempt Property.

13. Louisiana Tax Commission Form TC-TU02 (Tulane University Exemption Allocation Report): the form adopted by the Commission in the form of a spreadsheet with formulas to be used for allocation of the Tulane Exemption.

14. Net Fair Market Value of a Property: the Fair Market Value of that property minus its Pro-rata Share.

15. Non-Exempt Property: any property owned by Tulane University in the State of Louisiana that is not exempt by Louisiana law for ad valorem tax purposes prior to application of the Tulane exemption.

16. Pro-rata Share: that portion of the Tulane Exemption allocated to each Non-Exempt Property according to the Allocation Formula.

17. Tax Assessor: all tax assessors within the State of Louisiana, individually and/or jointly, whose jurisdiction includes property owned by Tulane University.

18. Tulane Exemption: the \$5,000,000 exemption as provided in Act 1884, No. 43.

19. Tulane Hearing Date: the first Wednesday and/or Thursday of each

December shall be the Commission hearing date for resolution of any property valuation issues, and/or allocation of the Tulane Exemption, and/or ordering issuance of supplements and change orders to the tax rolls. If after the closing of the rolls in all Louisiana parishes in which Tulane University owns Non-Exempt Property, there is no dispute as to the Fair Market Value of any Non-Exempt Property, the Commission, at its discretion, may hold a hearing at an earlier date.

20. Tulane University: the Administrators of the Tulane Educational Fund, a Louisiana Non-Profit Corporation.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837 and R.S. 47:1856.

HISTORICAL NOTE: Promulgated by the Department of Revenue, Tax Commission, LR 31:724 (March 2005), amended LR 33:503 (March 2007).

§3515. Tulane University -- General Rule

A. Each property of Tulane University statewide for each tax year shall be and remain marked as exempt on all tax rolls until the Commission has allocated the Tulane Exemption across all Non-Exempt Property according to the Allocation Formula and delivers its supplements or change orders to each reporting parish indicating the Net Fair Market Value and resulting Assessed Value for the land and improvements of each Non-Exempt Property.

B. Should the Fair Market Value of Tulane University's Non-Exempt Property exceed the Tulane Exemption then the Commission shall determine the Net Fair Market Value and resulting Assessed Value of each Non-Exempt Property according to the Allocation Formula.

C. The property status as of January 1st (August 1st preceding the tax year for Orleans Parish) each tax year shall determine whether a property is Non-Exempt Property.

D. Since Orleans Parish imposes a prospective taxable year for ad valorem taxes and all other parishes in the state impose a retrospective taxable year, for the purpose of allocation of the Tulane Exemption only, and no other matter, the prospective taxable year of Orleans Parish and the retrospective taxable year applicable in all other parishes shall be considered the same taxable year.

E. All Tax Assessors and related governmental entities shall use current, accurate property legal descriptions found in the public records for all real estate

F. assessments, correspondence, and notices when complying with Regulation 3509.

G. All Tulane University property tax bills and related correspondence shall be sent to:

Tulane University
Attention: Director of Real Estate
800 East Commerce Road, Suite 201
Harahan, LA 70123-3452

G. All correspondence to the Commission related to Regulation 3509 shall be sent to:

Louisiana Tax Commission
Attention: Tulane Exemption
Post Office Box 66788
Baton Rouge, Louisiana 70896-6788

H. All correspondence to each Tax Assessor, related to Regulation 3509, shall be sent to its address as shown in the public record.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837 and R.S. 47:1856.

HISTORICAL NOTE: Promulgated by the Department of Revenue, Tax Commission, LR 31:725 (March 2005), amended LR 33:503 (March 2007), LR 34: (March 2008).

§3517. Tulane University -- Reporting and Valuation Procedure

A. With respect to all Tulane University properties, all Tax Assessors, Boards of Review, and related governmental entities shall operate according to the following administrative procedures and time line:

1. On or before June 30th of each year, Tulane University shall deliver, in writing, to the Commission and the Tax Assessor for each municipal district/parish in which Tulane University owns Non-Exempt Property a report on each Non-Exempt Property on Louisiana Tax Commission Form TC-TU01-A.

2. Each year, on or before the date the roll opens for public review and inspection, each Tax Assessor shall complete, sign and deliver to Tulane University and the Commission Louisiana Tax Commission Form TC-TU01-B for each property submitted on Louisiana Tax Commission Form TC-TU01-A and each property in such Tax Assessor's jurisdiction that the Tax Assessor intends to assess as Non-Exempt Property, showing the proposed Fair Market Value and Assessed Value of the land and of the improvements for each such property. The Tax Assessor shall determine one

3. Assessed Value for the land and one Assessed Value for the improvements.

3. Should Tulane University agree with the Fair Market Value and Assessed Value of each Land Parcel and the Fair Market Value and Assessed Value of each Improvement proposed by the Tax Assessor, then Tulane University shall sign each form and forward it to the Commission and each respective Tax Assessor. Should Tulane University disagree with the Fair Market Value and Assessed Value of each Land Parcel and the Fair Market Value and Assessed Value of each Improvement proposed by the Tax Assessor, then Tulane University shall note its objection on each form and forward it to the Commission and each respective Tax Assessor.

4. All Tax Assessors may make reasonable inquiry of Tulane University in an effort to determine all property owned by Tulane University within the Tax Assessor's jurisdiction.

5. All Tax Assessors shall list all Non-Exempt Property as exempt and indicate the Tax Assessor's proposed Fair Market Value of each property in the tax rolls, until the Allocation Formula is applied and approved by the Commission and the Tax Assessor receives a change order from the Commission.

6. In each Board of Review certification to the Commission, the Board of Review shall list all Non-Exempt Property as exempt and indicate the Board of Review's recommended Fair Market Value of each property in the tax rolls, until the Allocation Formula is applied and approved by the Commission and the Tax Assessor receives a change order from the Commission.

7. All Board of Review decisions on appeals of the proposed assessments by the Tax Assessor shall be delivered to the Commission according to standard procedures and deadlines as the Board of Review's recommended assessment.

8. a. On the Tulane Hearing Date of each year, the Commission shall

i. hold all appeal hearings involving Non-Exempt Property;

ii. decide each appeal and issue written reasons for decisions on all such appeals; and

iii. allocate the Tulane Exemption across all Non-Exempt Property according to the Allocation Formula, and LTC Form TC-TU02, then order issuance of all supplements and change orders of the tax rolls to each reporting municipal district/parish, establishing the Land Parcel Assessed Value after Exemption and the Improvement Assessed Value after Exemption for each Non-Exempt Property.

b. Upon receipt of said change orders, the Tax Assessor shall adjust the tax rolls to reflect the Commission's change orders.

9. Nothing in these regulations shall alter or diminish in any way Tulane University's right to appeal a proposed or actual assessment by any Tax Assessor or any decision or ruling of any Board of Review or the Commission under the administrative and judicial remedies available to all taxpayers. The proposed assessment by the Tax Assessor, the Board of Review's recommended assessment, and the Commission's determination shall be treated in the same manner as if the property were not marked exempt on the tax rolls and the proposed assessment was the Tax Assessor's final assessment on the tax rolls, the Board of Review's recommended assessment and/or the Commission's determination was its final assessment decision.

10. Nothing in these regulations shall alter or diminish in any way Tulane University's right or any Tax Assessor's right to appeal, by all available administrative and judicial remedies the Commission's allocation of the Tulane Exemption.

11. After allocation of the Tulane Exemption and issuance of the requisite supplements and change orders by the Commission, the total amount of the Tulane Exemption allocated to each property (as shown in the column entitled "FMV Reduction by Exemption" of the Louisiana Tax Commission Form TC-TU02) shall remain unchanged thereafter and not be later readjusted, regardless of the outcome of subsequent appeals of valuation of assessments for that tax year.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837 and R.S. 47:1856.

HISTORICAL NOTE: Promulgated by the Department of Revenue, Tax Commission, LR 31:725 (March 2005), amended LR 33:504 (March 2007).

§3519. Tulane University -- Allocation Formula

A. The taxable assessed value of each property to be determined by the Commission in compliance with Regulation 3509 and delivered by the Commission to each reporting municipal district/parish in the form of a supplement or change order to the regular tax roll shall be calculated as follows:

1. Exemption Percentages and Amounts. Purpose: Calculate both the percentage and the dollar amount of the Tulane Exemption applicable to land and both the percentage and the dollar amount of the Tulane Exemption applicable to improvements.

a. $(\text{FMV Land Statewide}) \times (\text{Land Assessment Ratio}) = (\text{Land$

Assessed Value Statewide)

b. $(\text{FMV Improvements Statewide}) \times (\text{Improvement Assessment Ratio}) = (\text{Improvement Assessed Value Statewide})$

c. $(\text{Land Assessed Value Statewide}) + (\text{Improvement Assessed Value Statewide}) = (\text{Total Assessed Value Statewide})$

d. $(\text{Land Assessed Value Statewide}) \div (\text{Total Assessed Value Statewide}) = (\text{Land Exemption Percentage Statewide})$

e. $(\text{Improvement Assessed Value Statewide}) \div (\text{Total Assessed Value Statewide}) = (\text{Improvement Exemption Percentage Statewide})$

f. $(\text{Land Exemption Percentage Statewide}) \times (\text{Tulane Exemption}) = (\text{Land Exemption Amount Statewide})$

g. $(\text{Improvement Exemption Percentage Statewide}) \times (\text{Tulane Exemption}) = (\text{Improvement Exemption Amount Statewide})$

2. Land. Purpose: Calculate the assessed value of each land parcel after allocation of the Tulane Exemption.

a. $(\text{FMV each Land Parcel}) \div (\text{FMV Land Statewide}) = (\text{Land Parcel FMV \%})$

b. $(\text{Land Parcel FMV \%}) \times (\text{Land Exemption Amount Statewide}) = (\text{Land Parcel FMV Reduction by Exemption})$

c. $(\text{FMV each Land Parcel}) - (\text{Land Parcel FMV Reduction by Exemption}) = (\text{Land Parcel FMV after Exemption Reduction})$

d. $(\text{Land Parcel FMV after Exemption Reduction}) \times (\text{Land Assessment Ratio}) = (\text{Land Parcel Assessed Value after Exemption})$

4. Improvements

a. $(\text{FMV each Improvement}) \div (\text{FMV Improvements Statewide}) = (\text{Improvement FMV \%})$

b. $(\text{Improvement FMV \%}) \times (\text{Improvement Exemption Amount Statewide}) = (\text{Improvement FMV Reduction by Exemption})$

c. $(\text{FMV each Improvement}) - (\text{Improvement FMV Reduction by Exemption}) = (\text{Improvement FMV after Exemption Reduction})$

d. $(\text{Improvement FMV after Exemption Reduction}) \times (\text{Improvement Assessment Ratio}) = (\text{Improvement Assessed Value after Exemption})$

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837 and R.S. 47:1856.

HISTORICAL NOTE: Promulgated by the Department of Revenue, Tax Commission, LR 31:726 (March 2005), amended LR 33:504 (March 2007).

§3521. Tulane University -- Allocation Report

A. On the Tulane Hearing Date, the Commission shall calculate and adopt the Allocation Formula and evidence its application on the report entitled Tulane University Exemption Allocation Report (LTC Form TC-TU02).

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837 and R.S. 47:1856.

HISTORICAL NOTE: Promulgated by the Department of Revenue, Tax Commission, LR 31:726 (March 2005), amended LR 33:505 (March 2007).

§3523. Tulane University -- Forms

A. The following forms shall be used in the Tulane University exemption and non-exemption reporting process:

1. Louisiana Tax Commission Form TC-TU01-A, Tulane Non-Exempt Property Report.

2. Louisiana Tax Commission Form TC-TU01-B, Tulane Non-Exempt Property Report of the Pre-Exemption Property Values.

3. Louisiana Tax Commission Form TC-TU02, Tulane University Exemption Allocation Report.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837 and R.S. 47:1856.

HISTORICAL NOTE: Promulgated by the Department of Revenue, Tax Commission, LR 31:726 (March 2005), amended LR 33:505 (March 2007).

§3525. Reporting of Certain Property Assessments by assessors and Louisiana Tax Commission Members

A. In accordance with R.S. 47:1979(A), if a tax assessor or a member of his immediate family owns property within his jurisdiction, such assessor shall assess the property in accordance with all applicable provisions of law. As used in this section, "own" shall include a direct ownership, ownership in part, or through any legal entity.

B. The tax assessor shall submit all such assessments to the Louisiana Tax Commission within thirty days after the filing of the assessor's assessment rolls with the Louisiana Tax Commission, and the commission shall then review those assessments for compliance with all applicable laws and Louisiana Tax Commission Rules and Regulations.

C. Upon appraisal review, if the Louisiana Tax Commission determines that any assessment is questionable, the Louisiana Tax Commission shall give written notice to the assessor of its findings and subsequently clarify and/or remedy the assessment matter with the assessor.

D. In accordance with R.S. 47:1979(B), the members of the Louisiana Tax Commission shall file the same report as required in R.S. 47:1979(A) and shall list the ownership of all property within the state owned by him or a member of his immediate family along with the assessment of such property as shown on the appropriate assessment roll.

E. The Louisiana Tax Commission shall submit the members' property assessment reports with the President of the Senate, the Speaker of the House of Representatives and the Legislative Audit Advisory Council no later than December 15 of each calendar year.

F. For the purpose of defining "immediate family" R.S. 42:1102(13) identifies the family members to include:

1. Sons and their spouses;
2. Daughters and their spouses;
3. Brothers and their spouses;
4. Sisters and their spouses;
5. Parents;
6. Spouse; and
7. Parents of spouse

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1837, R.S. 47:1979, Act 670 of the 2003 Regular Legislative Session and Act 71 of the 2004 Regular Legislative Session.

HISTORICAL NOTE: Promulgated by the Department of Revenue, Tax Commission, LR 31: (March 2005).

Chapter 37. Reassessment Guidelines Pursuant to R.S. 47:1978 and 1978.1

§3701. Listing and assessing of Overflowed Lands

A. Whenever lands or other property are overflowed by the waters of the Mississippi River, or by the waters of any other river, lake, bayou, or backwater, the assessors within whose parishes such lands or other property may be situated, shall reassess such lands or property for their actual cash value, and in so doing they shall specially take into consideration all the damages to the lands or property and the depreciation of the value of such land or property caused by the overflow. The assessors throughout the state shall make these reassessments whether the time fixed by law for filing assessment rolls has elapsed or not, and in case of reassessments, as provided by this Section, the assessor shall prepare supplemental rolls of overflowed lands and other overflowed property, which they shall file in the manner provided by law for general assessment rolls; such reassessment shall be subject to the same rights as to contest as to assessment generally.

§3702. Listing and Assessing of Land and Property Damaged or Destroyed During a Disaster or Emergency Declared By The Governor or Fire

A. If lands or property, including buildings, structures, or personal property, are damaged or destroyed, non-operational, or uninhabitable due to an emergency declared by the governor or to a disaster or fire, the assessor or assessors within such parish shall assess such lands or property for the year in which damage has occurred at the percentage of fair market value provided in the Constitution of Louisiana by taking into consideration all the damages to the lands or other property, including obsolescence, and the depreciation of the value of such land or other property caused by the disaster, fire, or emergency described in this Section. Notwithstanding other provisions of law to the contrary, the assessor shall make these assessments whether the time fixed by law for filing assessment rolls has elapsed or not.

B. The assessments provided for in this Section and in §3701 shall be completed no later than six months following the implementation of §3701 or this Section. The Louisiana Tax Commission shall grant the assessor an additional six months to complete the assessments referred to in §3701 or this Section upon a reasonable showing by the assessor that additional time is needed to complete the assessment of the property described in §3701 or this Section.

C. The assessor shall assess such damaged, destroyed, non-operational, or uninhabitable property in one of the following three manners:

1. The assessments of such property shall be reflected on the general assessment roll if at the time lands and other property are damaged, destroyed, non-operational, or uninhabitable due to an emergency declared by the governor or due to a disaster or fire, the general assessment roll has not been certified by the assessor to the local Board of Review. The procedures for public inspection of the general assessment rolls, review of assessments by the Board of Review, and certification of the assessment rolls to the Louisiana Tax Commission shall be followed. The rolls shall be open for public inspection for a period of fifteen days, and the assessor shall advertise such public exposure dates and dates for board of review as provided for by existing law. If the dates provided for by existing law have expired, the assessor shall advertise new exposure dates and dates for the board of review even if those dates are not within the time period provided for by existing law.

2. If, at the time such lands and other property are damaged, destroyed, non-operational, or uninhabitable due to an emergency declared by the governor or due to a disaster or fire, the general assessment rolls have already been certified by the assessor to the local Board of Review, the assessor shall prepare a supplemental roll of land or property damaged or destroyed as the result of the events described in this Section, which rolls shall be filed in the same manner as provided for in this Section for general assessment rolls, and such assessments shall be subject to the same rights as to contest as to assessments generally.

3. If, after the filing of the assessment roll with the Louisiana Tax Commission, the assessor requests a change order as a result of the events described in this Section, such request for change order shall be signed by the assessor or his deputy and shall contain a declaration that the property owner agrees to the change in the assessment and that the property owner waives any right to further contest the correctness of the assessment. In the event the request for change order is not agreed upon by the assessor and the property owner, the assessor shall mail to the property owner the assessor's determination of the assessed value of the property. If the property owner is dissatisfied with the assessor's determination of assessed value, the property owner shall have fifteen days from the mailing of the notification by the assessor of the determination of assessed value to contest the assessment to the Louisiana Tax Commission. All decisions by the Louisiana Tax Commission are final unless appealed to the district court within fifteen days from the mailing of the decision of the Louisiana Tax Commission. If the assessor requests change orders in lieu of an original assessment roll or supplemental roll under this Section, the assessor shall submit an amended grand recap reflecting the changes in assessed values requested in such change orders.

D. The assessment provided for in this Section shall not be considered an implementation of the reappraisal and valuation provisions of Article VII, Section 18(F) of the Constitution of Louisiana, nor shall such assessment result

in the adjustment of ad valorem tax millages pursuant to Article VII, Section 23 of the Constitution of Louisiana.

E. The provisions of this Section shall apply to the Louisiana Tax Commission in the assessment of public service properties.

AUTHORITY NOTE: Promulgated in accordance with R.S. 47:1978 and R.S. 47:1978.1.

HISTORICAL NOTE: Promulgated by the Department of Revenue, Tax Commission, LR 33: (March 2007).