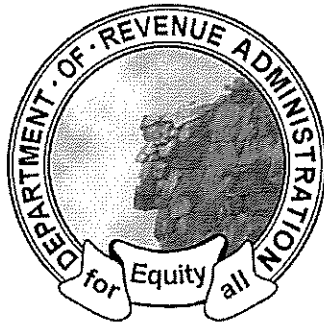


THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF REVENUE
ADMINISTRATION



**General Overview of Revaluation Requirements,
Standards and Guidelines**

Presented by

Sam Greene, Director

*Phil Bodwell, Real Estate Appraiser, Supervisor
Municipal and Property Division*

Town of Lyme
January 26, 2023

[Part] 2 [Art.] 6. [Valuation and Taxation.] The public charges of government, or any part thereof, may be raised by taxation upon polls, estates, and other classes of property, including franchises and property when passing by will or inheritance; and there shall be a valuation of the estates within the state taken anew once in every five years, at least, and as much oftener as the general court shall order.

RSA 75:8-a Five-Year Valuation. – The assessors and/or selectmen shall reappraise all real estate within the municipality so that the assessments are at full and true value at least as often as every fifth year, beginning with the later of either of the following:

I. The first year a municipality's assessments were reviewed by the commissioner of the department of revenue administration pursuant to RSA 21-J:3, XXVI and the municipality's assessments were determined to be in accordance with RSA 75:1; or

II. The municipality conducted a full revaluation monitored by the department of revenue administration pursuant to RSA 21-J:11, II, provided that the full revaluation was effective on or after April 1, 1999.

VALUES ANEW (5-year requirement)

Rev 601.24 "Full revaluation" means the revaluation of all taxable and nontaxable properties in a municipality, with a complete measure and listing of all taxable and nontaxable properties to occur at the same time of the establishment of the new base year, to arrive at full and true value as of April 1. The term includes "full reappraisal" and "full reassessment."

Rev 601.16 "Cyclical revaluation" means the process of combining a full statistical revaluation of the entire municipality with a cyclical inspection process.

Rev 601.15 "Cyclical inspection" means the process of a systematic measure and listing of all properties within a municipality over a specified period of time. The term includes "data collection" and "data verification."

Rev 601.25 "Full statistical revaluation" means the process of a revaluation of all taxable and nontaxable properties in a municipality, using existing property data, to arrive at full and true value as of April 1. The term includes "statistical update" and "statistical reassessment."

Not Values Anew

Rev 601.38 "Partial update" means the process of analyzing market sales throughout the entire municipality to identify and implement needed value changes to the affected areas, or classes of property, to bring those properties to the municipality's general level of assessment utilizing the existing base tax year and providing an addendum to the existing USPAP compliant report. The term includes "partial revaluation."



2020 Ratio Study Summary Report

1/25/2023 5:01:28 PM

Town Name: Lyme, Grafton County

Date Range: 10/01/2019 through 09/30/2020

NH Dept of Revenue Administration. Ratios were created using stipulated year assessments.

Strata	Description	Mean Ratio	Median Ratio	WM Low CI	WM Ratio	WM High CI	COD	PRD	Total Strata	Sales PA34	Valid %	Valid PA34 %	Valid PA34 %	UT#	UT %
11	Single Family Home	89.80	87.17	85.37	89.32	93.72	12.82	1.01	42	24	23 54.8%	14 60.9%	14 60.9%	22	95.7%
17	Mfg Housing With Land	0	0	0	0	0	0	0	2	1	1 50.0%	0 0%	0 0%	1	100%
AA	Any & All	90.73	88.19	85.74	89.64	94.01	13.41	1.01	52	32	24 46.2%	14 58.3%	14 58.3%	23	95.8%
GC1	Area Improved Res	90.73	88.19	85.72	89.64	94.08	13.41	1.01	44	25	24 54.5%	14 58.3%	14 58.3%	23	95.8%



2021 Ratio Study Summary Report

1/25/2023 4:59:54 PM

Town Name: Lyme, Grafton County

Date Range: 10/01/2020 through 09/30/2021

NH Dept of Revenue Administration. Ratios were created using stipulated year assessments.

Strata	Description	Mean Ratio	Median Ratio	WM Low CI	WM Ratio	WM High CI	COD	PRD	Total Strata	Sales PA34	Valid	Valid %	Valid PA34	Valid PA34 %	UT#	UT %
11	Single Family Home	89.30	88.62	81.96	88.43	93.22	14.96	1.01	31	21	17	54.8%	9	52.9%	16	94.1%
70	Waterfront	0	0	0	0	0	0	0	4	1	3	75.0%	1	33.3%	3	100%
14	Single Res Condo Unit	94.07	94.04	0	93.97	0	3.46	1.00	5	3	4	80.0%	2	50.0%	4	100%
19	Unclass/Unk Imp Res	0	0	0	0	0	0	0	1	1	1	100%	1	100%	1	100%
22	Residential Land	0	0	0	0	0	0	0	6	3	2	33.3%	1	50.0%	2	100%
AA	Any & All	92.06	94.64	83.74	89.42	93.37	12.36	1.03	44	28	24	54.5%	13	54.2%	23	95.8%
GC1	Area Improved Res	90.63	92.37	83.51	89.19	93.26	12.28	1.02	38	25	22	57.9%	12	54.5%	21	95.5%
GC3	Area Unimproved	0	0	0	0	0	0	0	6	3	2	33.3%	1	50.0%	2	100%

2021 Median Ratio List - Ranking Order (Low-High) (Excludes Unincorporated Places)

Livermore (U)	0.0	Woodstock	75.2	Albany	81.6	Milford	95.3
Bartlett	59.2	Henniker	75.4	Randolph	81.6	Concord	95.5
Carroll	59.4	Rindge	75.4	Epsom	81.7	Stratford	95.5
Middleton	63.3	Bridgewater	75.6	Laconia	81.7	Bath	95.8
Allenstown	64.8	Madison	75.6	Richmond	81.8	Salem	95.8
Northumberland	64.9	Plainfield	75.6	Sandwich	81.8	Hancock	96.0
Harrisville	65.6	Dalton	75.8	Stratham	81.9	Canaan	96.1
Center Harbor	65.7	Hill	75.9	Whitefield	81.9	Landaff	96.1
Greenville	65.9	Lancaster	76.0	Lebanon	82.1	Manchester	96.1
Northfield	66.0	Gilmanton	76.3	Nottingham	82.2	Wilton	96.4
Sugar Hill	66.8	Brookline	76.4	Monroe	82.4	Canterbury	96.6
Conway	67.2	Meredith	76.4	Unity	82.5	Plaistow	96.6
Pittsburg	67.4	Berlin	76.5	Bow	82.6	New Boston	96.7
Belmont	67.8	Fremont	76.5	Milan	82.7	Eaton	96.8
Gorham	67.8	Jackson	76.6	Madbury	83.3	Haverhill	97.0
Sandown	68.5	Farmington	76.7	Pittsfield	83.4	Hanover	97.2
Newport	68.7	Hampton Falls	77.2	Chatham	83.7	Marlborough	97.2
Campton	69.0	Sunapee	77.2	South Hampton	83.7	Merrimack	97.2
Antrim	69.1	Warner	77.2	Thornton	83.7	Westmoreland	97.5
Ashland	69.1	Auburn	77.4	Portsmouth	83.8	Ellsworth	97.7
Milton	69.3	Pembroke	77.4	East Kingston	84.0	Groton	98.7
Clarksville	70.4	Plymouth	77.4	Winchester	84.0	Lee	98.7
Easton	70.4	Swanzey	77.4	Grafton	84.6	Jefferson	98.8
Mont Vernon	70.6	Sutton	77.5	Brookfield	84.8	Lincoln	98.8
Goffstown	70.9	Dunbarton	77.6	Deerfield	85.1	Danbury	99.0
Salisbury	71.1	Boscawen	77.7	Benton	85.3	Langdon	99.0
Troy	71.1	Errol	77.7	Dublin	85.4	Weare	99.1
Rye	71.2	Greenfield	77.8	Litchfield	85.8	Atkinson	99.2
Hudson	71.3	Grantham	77.9	Colebrook	86.5	Hebron	99.4
Waterville Valley	71.4	Hampton	77.9	Cornish	86.5	Orange	99.4
Rollinsford	71.5	Kensington	77.9	Northwood	86.8	Alexandria	99.5
Webster	71.7	Tilton	77.9	Dummer	87.1	New Castle	99.6
New Hampton	71.8	Newfields	78.1	Dorchester	87.5	Franconia	99.7
Kingston	71.9	Windham	78.1	Gilsum	87.5	Roxbury	99.9
Nashua	71.9	Rochester	78.2	New Durham	87.9	Newbury	100.4
Durham	72.5	Columbia	78.4	Goshen	88.9	Pelham	101.2
North Hampton	72.5	Francestown	78.5	Stark	89.0	Wentworth	101.2
Wakefield	72.5	Stoddard	78.5	Warren	90.0	Shelburne	102.0
Tamworth	72.6	Andover	78.6	Hale's Location (U)	90.2	Windsor	103.2
Bristol	72.9	Candia	78.6	Hart's Location	90.5	Nelson	103.8
Bethlehem	73.0	Littleton	78.8	Charlestown	90.9	Piermont	104.6
Newmarket	73.1	Surry	78.8	Strafford	91.0		
Tuftonboro	73.1	Exeter	79.0	Alton	91.1		
Hinsdale	73.3	Deering	79.1	Alstead	91.6		
Hollis	73.4	Derry	79.1	Marlow	91.7		
Greenland	73.8	Hampstead	79.1	Moultonborough	91.7		
Hooksett	73.8	Somersworth	79.1	Acworth	92.0		
Rumney	74.0	Bradford	79.6	Dover	92.5		
Fitzwilliam	74.1	Lyman	79.8	Mason	92.5		
Temple	74.3	Sullivan	79.8	Londonderry	92.9		
Freedom	74.4	Hillsborough	79.9	Danville	93.0		
Bennington	74.5	Newington	79.9	Loudon	93.1		
Claremont	74.6	Brentwood	80.0	Bedford	93.8		
Sanbornton	74.7	Chester	80.0	Gilford	93.8		
Washington	74.7	Lyndeborough	80.0	Chesterfield	93.9		
Chichester	74.8	Springfield	80.0	Raymond	94.4		
Walpole	74.8	Wolfeboro	80.1	Seabrook	94.4		
Enfield	74.9	Ossipee	80.2	Barrington	94.5		
New London	74.9	Orford	80.6	Peterborough	94.5		
Franklin	75.0	Lempster	80.8	Keene	94.6		
Jaffrey	75.0	Lisbon	80.8	LYME	94.6		
Stewartstown	75.0	Epping	80.9	Amherst	94.7		
New Ipswich	75.1	Newton	80.9	Holderness	94.9		
Barnstead	75.2	Hopkinton	81.1	Sharon	95.0		
Effingham	75.2	Wilmot	81.5	Croydon	95.1		

2021 COD List - Ranking Order (High-Low) (Excludes Unincorporated Places)

Clarksville	34.9	Greenville	19.3	Rochester	13.7	South Hampton	9.5
Rumney	33.6	New Hampton	19.2	Exeter	13.7	Gilford	9.5
Stark	32.4	Meredith	19.2	Dunbarton	13.6	Amherst	9.5
Gorham	30.7	Sandwich	19.2	Newfields	13.6	Holderness	9.4
Dalton	30.1	Lancaster	19.0	Lebanon	13.6	Concord	9.4
Northumberland	29.9	Lyman	18.9	Mason	13.6	Manchester	9.2
Washington	29.4	Warren	18.8	Epping	13.5	Bath	9.0
Orford	29.4	Randolph	18.7	Stratford	13.5	Lincoln	9.0
Ossipee	29.0	Center Harbor	18.6	Hopkinton	13.4	Dover	8.9
Harrisville	28.0	Newington	18.4	Jaffrey	13.3	Weare	8.9
Campton	27.7	Grantham	18.3	Hollis	13.1	Windsor	8.9
Grafton	27.6	North Hampton	18.2	Jefferson	13.0	East Kingston	8.8
Berlin	27.5	Surry	18.2	Nottingham	12.9	Seabrook	8.7
Tamworth	27.3	Enfield	18.1	Charlestown	12.9	Bedford	8.6
Winchester	26.9	Greenfield	18.1	Deering	12.8	Londonderry	8.5
Effingham	26.5	Gilmanton	18.0	Durham	12.7	Canaan	8.3
Madison	26.1	Brookfield	17.9	Greenland	12.6	Wilton	8.0
Dummer	25.8	Rye	17.8	Pembroke	12.6	Newbury	8.0
Lisbon	25.3	Hillsborough	17.8	Brentwood	12.6	Hanover	7.8
Hill	25.0	Salisbury	17.6	Orange	12.5	Nelson	7.8
Francestown	24.7	Chatham	17.5	Hale's Location (U)	12.4	Merrimack	7.7
Bethlehem	24.6	Marlow	17.5	Danville	12.4	Barrington	7.6
Bristol	24.3	Barnstead	17.4	LYME	12.4	Alexandria	7.6
Carroll	24.2	Newport	17.3	Brookline	12.3	Pelham	7.6
Fitzwilliam	24.0	Allenstown	17.2	Andover	12.3	Langdon	7.5
Bridgewater	23.6	Woodstock	17.2	Derry	12.2	New Castle	7.5
Easton	23.4	Kingston	17.0	Hudson	12.0	Eaton	7.3
Tuftonboro	23.2	Whitefield	17.0	Goffstown	11.9	Danbury	7.2
Thornton	23.1	Cornish	17.0	Hampstead	11.9	Raymond	7.1
Belmont	22.9	Northfield	16.9	Nashua	11.8	Atkinson	7.1
Columbia	22.8	Milan	16.9	Gilsum	11.8	Canterbury	6.7
Albany	22.5	Goshen	16.9	Chesterfield	11.8	Peterborough	6.4
Conway	22.4	Bennington	16.8	Landaff	11.8	Marlborough	6.2
Wolfeboro	22.4	Plymouth	16.6	Haverhill	11.8	Groton	6.2
Colebrook	22.2	Laconia	16.6	Newmarket	11.7	New Boston	6.1
Moultonborough	22.2	Sullivan	16.4	Boscawen	11.7	Hebron	6.0
Hinsdale	22.1	Alton	16.4	Newton	11.6	Plaistow	5.8
Bartlett	22.0	Roxbury	16.3	Wilmot	11.6	Hart's Location	5.5
Warner	21.7	Sugar Hill	16.2	Croydon	11.4	Wentworth	4.7
Tilton	21.6	Epsom	16.2	Franconia	11.3	Westmoreland	4.5
Stoddard	21.6	Springfield	16.1	Plainfield	11.2	Livermore (U)	0.0
Swanzey	21.5	Rindge	15.9	Windham	11.2		
Dorchester	21.5	Errol	15.8	Bow	11.2		
Troy	21.4	Richmond	15.8	Strafford	11.2		
Claremont	21.4	Unity	15.7	Loudon	11.1		
Bradford	21.1	Lyndeborough	15.5	Piermont	11.1		
Middleton	21.0	Hooksett	15.4	Candia	11.0		
Sanbornton	21.0	Chichester	15.4	Keene	11.0		
Antrim	20.9	Jackson	15.2	Hancock	11.0		
Freedom	20.9	Sunapee	15.2	Chester	10.9		
Ellsworth	20.8	Northwood	15.2	Madbury	10.8		
Webster	20.6	Monroe	15.1	Portsmouth	10.8		
Pittsburg	20.5	Farmington	15.0	Sandown	10.5		
Wakefield	20.4	Rollinsford	14.9	Fremont	10.5		
Alstead	20.4	New Ipswich	14.9	Dublin	10.5		
Walpole	20.1	Franklin	14.8	Auburn	10.3		
Sutton	20.1	Sharon	14.6	Deerfield	10.2		
Benton	20.1	Henniker	14.3	Pittsfield	10.0		
Acworth	20.1	Hampton Falls	14.3	Litchfield	10.0		
Ashland	20.0	Hampton	14.2	Salem	10.0		
New Durham	20.0	Mont Vernon	14.0	Stratham	9.9		
Stewartstown	19.8	Somersworth	14.0	Shelburne	9.8		
Milton	19.7	Lempster	14.0	Milford	9.7		
Waterville Valley	19.7	Temple	13.9	Lee	9.7		
Littleton	19.7	New London	13.7	Kensington	9.5		

2021 PRD List - Ranking Order (High-Low) (Excludes Unincorporated Places)

Rumney	1.30	Haverhill	1.06	North Hampton	1.02	Bartlett	1.00
Lisbon	1.30	Fracestown	1.05	Sullivan	1.02	Lyman	1.00
Clarksville	1.21	Moultonborough	1.05	Springfield	1.02	Randolph	1.00
Dalton	1.21	Freedom	1.05	Jackson	1.02	Kingston	1.00
Dorchester	1.18	Grantham	1.05	Sunapee	1.02	Plymouth	1.00
Northumberland	1.17	Chatham	1.05	Dunbarton	1.02	New Ipswich	1.00
Dummer	1.15	Bennington	1.05	Newfields	1.02	Mont Vernon	1.00
Wakefield	1.15	Laconia	1.05	Hopkinton	1.02	Epping	1.00
Sugar Hill	1.15	Richmond	1.05	Hollis	1.02	Bow	1.00
Stark	1.14	Sharon	1.05	Deering	1.02	Candia	1.00
Harrisville	1.14	Mason	1.05	Greenland	1.02	Dublin	1.00
Tilton	1.14	Nashua	1.05	Pembroke	1.02	Pittsfield	1.00
Ossipee	1.13	Hill	1.04	Brookline	1.02	Wilton	1.00
Campton	1.13	Columbia	1.04	Hampstead	1.02	Newbury	1.00
Winchester	1.13	Claremont	1.04	Wilmot	1.02	Pelham	1.00
Washington	1.12	Antrim	1.04	Strafford	1.02	New Castle	1.00
Berlin	1.12	Pittsburg	1.04	Salem	1.02	Canterbury	1.00
Bridgewater	1.12	Sutton	1.04	Holderness	1.02	Hebron	1.00
Middleton	1.12	New Hampton	1.04	Concord	1.02	Plaistow	1.00
Sandwich	1.12	Greenfield	1.04	Dover	1.02	Wentworth	1.00
Tamworth	1.11	Gilmanton	1.04	Windsor	1.02	Allenstown	0.99
Tuftsboro	1.11	Salisbury	1.04	Canaan	1.02	Exeter	0.99
Thornton	1.11	Goshen	1.04	Hanover	1.02	Orange	0.99
Marlow	1.11	Roxbury	1.04	Groton	1.02	Danville	0.99
Northwood	1.11	Epsom	1.04	Hart's Location	1.02	Andover	0.99
Grafton	1.10	Farmington	1.04	Surry	1.01	Hudson	0.99
Bristol	1.10	Franklin	1.04	Rindge	1.01	Boscawen	0.99
Benton	1.10	Hampton Falls	1.04	Chichester	1.01	Loudon	0.99
Acworth	1.10	Somersworth	1.04	Rollinsford	1.01	Hancock	0.99
Meredith	1.10	Charlestown	1.04	Temple	1.01	Nelson	0.99
Alton	1.10	Brentwood	1.04	New London	1.01	Orford	0.98
Monroe	1.10	Piermont	1.04	Lebanon	1.01	Waterville Valley	0.98
Jefferson	1.10	Portsmouth	1.04	Jaffrey	1.01	Littleton	0.98
Madison	1.09	Gilford	1.04	Goffstown	1.01	Newington	0.98
Albany	1.09	Bath	1.04	Newmarket	1.01	Stratford	0.98
Wolfeboro	1.09	Bedford	1.04	Plainfield	1.01	Landaff	0.98
Hinsdale	1.09	Danbury	1.04	Windham	1.01	Bradford	0.97
Sanbornton	1.09	Swanzey	1.03	Keene	1.01	Lyndeborough	0.97
Ashland	1.09	Troy	1.03	Chester	1.01	Hooksett	0.97
Lancaster	1.09	Ellsworth	1.03	Sandown	1.01	Greenville	0.93
Warner	1.08	Stewartstown	1.03	Fremont	1.01	Livermore (U)	0.00
Center Harbor	1.08	Warren	1.03	Deerfield	1.01		
Brookfield	1.08	Enfield	1.03	Stratham	1.01		
Whitefield	1.08	Rye	1.03	Shelburne	1.01		
Newton	1.08	Barnstead	1.03	Milford	1.01		
Effingham	1.07	Newport	1.03	Lee	1.01		
Carroll	1.07	Woodstock	1.03	Kensington	1.01		
Fitzwilliam	1.07	Northfield	1.03	South Hampton	1.01		
Easton	1.07	Henniker	1.03	Manchester	1.01		
Belmont	1.07	Hampton	1.03	Lincoln	1.01		
Stoddard	1.07	Lempster	1.03	Weare	1.01		
Webster	1.07	Nottingham	1.03	East Kingston	1.01		
Alstead	1.07	Durham	1.03	Seabrook	1.01		
New Durham	1.07	LYME	1.03	Londonderry	1.01		
Cornish	1.07	Derry	1.03	Merrimack	1.01		
Milan	1.07	Gilsum	1.03	Barrington	1.01		
Errol	1.07	Croydon	1.03	Langdon	1.01		
Rochester	1.07	Franconia	1.03	Eaton	1.01		
Hale's Location (U)	1.07	Madbury	1.03	Raymond	1.01		
Chesterfield	1.07	Auburn	1.03	Atkinson	1.01		
Bethlehem	1.06	Litchfield	1.03	Peterborough	1.01		
Walpole	1.06	Amherst	1.03	Marlborough	1.01		
Milton	1.06	Alexandria	1.03	New Boston	1.01		
Hillsborough	1.06	Conway	1.02	Westmoreland	1.01		
Unity	1.06	Colebrook	1.02	Gorham	1.00		

**Standards for Monitoring of Local Assessment Practices by the Department of Revenue
Administration Adopted by the Assessing Standards Board
May 11, 2018**

- I. The following standards have been established by the Assessing Standards Board (ASB) in accordance with the provisions of RSA 21-J:14-b and RSA 21-J:11-a. These standards shall be used by the Department of Revenue Administration (DRA) to measure and analyze the political subdivision for reporting to the municipality and the ASB. These standards assist the Commissioner in determining the degree to which assessments of a municipality achieve substantial compliance with applicable statutes and rules.
- II. Pursuant to laws of 2003, Chapter Law 307, Section 5, “The general court recognizes all the work in creating a set of proposed standards for the certification of assessments. There is reason for concern, however, that these standards may have an inequitable impact on municipalities within the state due to differences between municipalities in such characteristics as size, parcel count, number of sales, and geographic location. Therefore, the general court finds that in order for the state to continue to implement fair and equitable assessing practices, it is necessary to further analyze the assessing practices of the state’s political subdivisions.”
- III. These standards address the six assessment areas that the Commissioner may consider, which are specifically identified in RSA 21-J:11-a, in regard to whether the:
 - A. Level of assessments and uniformity of assessments are within acceptable ranges as established by the ASB by considering, where appropriate, an assessment-to-sales-ratio study conducted by the DRA for the municipality.
 1. The DRA shall determine if the median ratio falls between 0.90 and 1.10, inclusive, with a 90% confidence interval in the year of the review.
 2. The DRA shall determine if the overall coefficient of dispersion (COD) for the municipality’s median ratio is not greater than 20.0 without the use of a confidence interval.
 - B. Assessment practices substantially comply with applicable statutes and rules.
 1. The DRA shall determine that all records of the municipality’s assessor’s office are available to the public pursuant to RSA 91-A, including but not limited to: property record cards; tax maps; data collection manuals; sales analysis pertaining to assessment values; USPAP report; property inventory warrants; and inventory forms (if applicable).
 2. The DRA shall determine that property record cards reflect assessments of properties as of April 1 (RSA 74:1). When tested, 90% of the sample shall be correct. If there is a single sample that causes the review to not be met for this test due to the limited number of records in this category, the municipality will be reported to meet this standard. A municipality shall not assess parcels or new construction that did not exist as of April 1 of that tax year.
 3. The DRA shall determine that a municipality has a revised inventory program in place that addresses compliance with RSA 75:8, which provides that annually, and in accordance with state assessing guidelines, assessors and

3. Annually, pursuant to RSA 72:23,VI, the municipality has on file a current form BTLA A-12, Charitable Organization Financial Statement, as described in Tax 401.01(c), for all charitable exemptions.
- D. The DRA shall determine that assessments are based on reasonably accurate data:
1. The municipality has no material errors on at least 90% of the property record cards reviewed by the DRA. If there is a single sample that causes the review to not be met for this test due to the limited number of records in this category, the municipality will be reported to meet this standard. A material error is defined to be any error or combination of errors that results in a variance greater than 7.5% of the improved assessed value of the property if the errors are attributable to the improvements or if attributable to the assessed land value, a variance greater than 7.5% of the land or if attributable to both improvements and land a variance greater than 5% of the total assessed value; that includes but is not limited to:
 - a. Mathematical miscalculations;
 - b. Inconsistent land values without notation or documentation;
 - c. Inconsistent depreciation without notation or documentation;
 - d. Inconsistent neighborhood adjustments without notation or documentation;
 - e. Market adjustments without notation or documentation;
 - f. Acreage noted that does not match the tax map unless otherwise noted;
 - g. Omission of data such as, but not limited to:
 - i. Addition of improvements;
 - ii. Removal of improvements; and,
 - iii. Conversion of improvements;
 - h. Erroneous measurements resulting in a square foot variance of 10% or more of the primary improvement(s).
 2. The level of accuracy of the data elements will be determined by the DRA by comparing the information regularly collected by the municipality on a sample of property record cards with the actual property. Prior to commencement of the review process, the DRA will meet with the municipality's assessing officials to obtain an understanding of the municipality's data collection techniques used to determine value and the data elements regularly collected by the municipality that are included on the municipality's property record cards.
- E. The DRA shall determine that assessments of various types of properties are reasonably proportional to other types of properties within the municipality:
1. By determining that the municipality's median ratios with a 90% confidence level for the following 3 strata are within 5% of the overall median ratio (point estimate):

**NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL AND PROPERTY DIVISION
EQUALIZATION BUREAU**

EXCLUSION CODES

It is the intent of the Department of Revenue Administration to use only arm's length transactions that sold for market value in the conduct of the ratio study. See the definitions for "arm's length" and "market value" on the back of the 2020 Equalization Instructions.

Assessing officials are required to provide comments regarding various aspects of a sale. The DRA is providing assessing officials with exclusion codes to explain the conditions of the excluded sales. Put exclusion codes in the space provided titled "Exclusion Code." If there is more than one reason for excluding a sale, include additional exclusion codes in the same area. **DO NOT use exclusion (or any other) codes to describe a change in assessed values from the prior EQ year.** Assessing officials may choose to make comments in the town notes section to further explain the details of a sale.

It is the DRA's intention to utilize as many sales as possible. Unfortunately, this is not always possible. The sales and corresponding codes in the exclusion code table are typically not considered to be arm's length transactions. Therefore, they are not used in the ratio study. The sale may be used, however, if information is provided to the DRA regarding the terms and marketing of a sale to show that the sale meets the criteria of an arm's length transaction and it can be established that the sales price equated to market value as defined on the back of this page.

The table lists the most common reasons for removing the majority of sales not included in the ratio study, but does not include every reason for excluding a sale. If a sale is a non-arm's length transaction and no code is provided, ***do not try to find the code that is the closest match for removing the sale!*** Please use exclusion code 99, unclassified exclusion, and provide explicit and complete remarks in the town notes section for the sale. For any code with a "yes" in the "explanation required" column, further explanation is required in addition to the exclusion code.

EXCLUSION CODE LIST		
EXCLUSION CODE	EXCLUSION REASON <i>USE THE MOST APPROPRIATE CODE</i>	MUNICIPAL EXPLANATION REQUIRED
Mismatch of Rights Sold/Assessed		
11	Property Sold Not Separately Assessed	
12	Subdivided Post Assessment /Pre Sale	
13	Improvements +/- (post sale/pre assessment)	
14	Improvements +/- (post assessment/pre sale)	
15	Improvements +/- incomplete at assessment date -	
16	L/O Assessment - L/B Sale	
17	L/B Assessment - L/O Sale	
19	Multi-Town Property	
20	Multi-Parcel Conveyance (MPC) – Properties cannot (likely not) be sold separately	YES
21	Multi-Parcel Conveyance (MPC) - Properties can be sold separately	YES
Determination of Price/Consideration		
22	Indeterminate Price/Consideration	
23	No Stamp Required Per Deed	YES
Open Market Exposure		
24	Sale Between Owners of Abutting Property	
25	Insufficient Market Exposure	YES
Ownership Interests Sold		
26	Mineral Rights	
27	Less than 100% Interest Transferred	
28	Life Estate/Deferred Possession 1 Yr +	
29	Plottage or Assemblage Impact	
30	Timeshare	
31	Easements	
32	Timber Rights	

EXCLUSION CODE LIST		
EXCLUSION CODE	EXCLUSION REASON <i>USE THE MOST APPROPRIATE CODE</i>	MUNICIPAL EXPLANATION REQUIRED
Special Grantor/Grantee Relationships		
33	Landlord/Tenant as Grantor/Grantee	
34	Public Utility as Grantor/Grantee	
35	Government Agency as Grantor/Grantee	
36	Religious/Charitable/Educational as Grantor/Grantee	
37	Financial Entity as Grantor/Grantee	
38	Family/Relatives/Affiliates as Grantor/Grantee	
39	Divorcing Parties as Grantor/Grantee	
40	Business Affiliates as Grantor/Grantee	
41	Government Related Entity	
Sales of Convenience		
43	Short Sales	YES
45	Boundary Adjustment	
47	Other Sale of Convenience	YES
Forced Sales		
48	By Sheriff or Other Court Official	
49	Deed in Lieu of Foreclosure	
50	Tax Sale	
51	Foreclosure	
52	Other Forced Sale	YES
Questionable Title		
54	Deed to Quiet Title	YES
56	Other Doubtful Title	YES
Other Circumstances		
57	Substantial Value in Trade	YES
58	Installment Sale	YES
60	Unidentifiable in Assessor's Records	
66	Complex Commercial Sale	YES
67	Unknown Value of Personal/Non-Taxable Property	YES
69	Assumed Lease with Unknown Terms	YES
70	Substantial Seller/Buyer Cost Shifting	YES
77	Special Assessment Encumbrance	YES
80	Subsidized or Assisted Housing	YES
81	Estate Sale with Fiduciary Covenants	
82	Deed Date Too Old or Incomplete	YES
83	Cemetery Lots	
Special DRA Consideration		
87	Over-representation of Locale (Entity, grantor) in Sample	
88	Over-representation of Property Type in Sample	YES
89	Resale in EQ Period	YES
90	RSA 79-A Current Use	
97	RSA 79-B Conservation Easement	
98	Sales Related Assessment Change	FOR DRA USE ONLY
99	Unclassified Exclusion	YES