

# PROPERTY TAX EQUALIZATION QUICK HELP SHEETS



# HOME SCREEN

NH Department of Revenue Administration  
Assessment Web Portal

Home Verify Questions Ratio Study Reports Settings Utilities

Home (Rye 2012)  
Rye 2012

**Verify**  
Verify Sales and Link to CAMA Records [Continue](#)

**Questions**  
Answer Questions About Sales  
*Notice: Pending Questions Available* [Continue](#)

**Ratio Studio**  
Ratio Study Management [Continue](#)

**Reports**  
Report Information [Continue](#)

**Settings and Property Codes**  
Edit Settings and Property Codes [Continue](#)

**Utilities**  
System Utilities [Continue](#)

**Dashboard**

**Equalization**  
Status: **Unlocked**  
Total Deeds Records: 200  
State Flagged w/ Questions: 1  
State Included: 0  
State Excluded: 0  
State Not Reviewed: 200  
Town Verified: 3

**Progress**

**Users**  
Total Users: 6

Name	Last Activity
David Cornell	5/21/2012
Nat Duffy	8/8/2011
Sam Greene	8/8/2012
John Q. Public	11/17/2011
David Salzer	8/13/2012
Patrick Santoso	8/13/2012

The home screen provides access to the 6 major functions of the Equalization System;

-**VERIFY**-This is where the majority of functionality in the system resides. Here you can view and verify real estate transaction records.

-**QUESTIONS**-Location where users can respond to DRA questions regarding verified transactions. Note: When the green notice “Pending Questions Available” is displayed , new questions have been posed to the user.

-**RATIO STUDIO**-Location where users can perform Ratio Studies and view results.

-**REPORTS**-Location where all reports can be viewed from. Please note reports can be downloaded as PDF, MS Word and MS Excel

-**SETTINGS AND PROPERTY CODES**-Location where users can enter general information about the municipality. Municipal Administrative users can create subaccounts from this location

-**UTILITIES**-Location where users can upload municipal CAMA files

# VERIFICATION SCREEN-STEP 1

NH Department of Revenue Administration  
Assessment Web Portal

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Verify (Rye 2011)

View: Show Only Unverified

Step 1. Select a Record from the list below to Validate or Search to narrow the list.


Back

Show 10 entries Search:

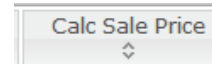
Verno	Grantor	Grantee	Date	Book-Page	Calc. Sale Price	Verified	Pre-Excluded	Address	Map-Lot
		FROM DEED						FROM PA-34	
2	MANTER, MARILYN J ETAL MANTER, BRADLEY J ETAL	ONE, ALDEN AVENUE LLC	10/01/2010	5150-0264		False	False		
3	CYNTHIA &, MICHAEL LLC	TWO HUNDRED SIX, CENTRAL LLC TWO, HUNDRED SIXTY ONE TWO SIXTY ONE, CENTRAL LLC TWO, SIXTY ONE CENTRAL LLC	10/01/2010	5150-0843		False	False		
9	REYNOLDS, F MEADE ETAL REYNOLDS, EILEEN W ETAL REYNOLDS, E W ETAL	SMITH, SHANE R TR ETAL SMITH, SHANE R REVOCABLE	10/12/2010	5153-0995		False	False		
10	RYE, TOWN	WELLS, FARGO BANK N A	10/18/2010	5155-1012		False	False		
11	MULVEY, BELINDA H TR ETAL MULVEY, BELINDA H LIVING TRUST	WEEKS, PETER G ETAL WEEKS, CINDY A ETAL	10/18/2010	5155-1965		False	False		
12	MULVEY, BELINDA H TR ETAL MULVEY, BELINDA H FAMILY TRUST	DREW, CHELSIE	10/18/2010	5155-1972		False	False		
13	RYE, TOWN	POKORNY, CAROLYN A TR ETAL POKORNY, CAROLYN A REVOCABLE	10/19/2010	5155-2782		False	False		
16	MURPHY, ROBIN J TR ETAL CONDON, NANCY J FAMILY TRUST	COLE, ANDREW ETAL COLE, CARLA ETAL	10/22/2010	5157-0891		False	False		
20	ZECHEL, CHARLES R ETAL ZECHEL, CHARLES ETAL ZECHEL, MARI ANNE SNOW ETAL SNOW, MARI ETAL SNOW, MARI ANNE ETAL	TRAVERS, MICHAEL G ETAL BRAESE, NANCY E ETAL	10/26/2010	5158-0598		False	False		
21	BECHT, JAMES D	JOHNSON, GREGORY C ETAL JOHNSON, SUSAN V ETAL	10/27/2010	5158-2346		False	False		

Showing 1 to 10 of 108 entries First Previous 1 2 3 4 5 Next Last

Back

Verification Step 1 is the initial process in verifying real estate transaction records. All transaction to be verified by the municipality are displayed in Verno order. Basic information is presented from the County Registry of Deeds Grantor/Grantee Index and PA-34 forms (when available). To select a record to validate click the green arrow button to the left of each record. 

**Sorting Columns**-Are sortable in ascending and descending order by selecting the arrows at the top of each field.



**Searching for Records**-The search field in the upper right hand corner will query all records for the criteria entered. It is not necessary to qualify your search with the type of item you are searching on.

**Changing Views**-In addition to records ready for verification, users can view Verified Records, or Pre-excluded records. Pre-excluded record exclusion criteria is listed in the frequently asked questions.

# VERIFICATION SCREEN-STEP 2

NH Department of Revenue Administration  
Assessment Web Portal

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Home Verify Questions Ratio Study Reports Settings Utilities

Verify (Rye 2011)

Step 2. Select the CAMA record that corresponds to the selected deed record.

Verno: 13 Book-Page: 5155-2782

**Transaction Information**

Location: N/A  
Parcel ID: N/A

Seller: RYE, TOWN  
Seller Address: N/A

Buyer: POKORNY, CAROLYN A TR ETAL  
POKORNY, CAROLYN A REVOCABLE  
Buyer Address: N/A

PA-34: No  
Tax Stamp: \$20.00 Deed Date: 10/19/2010  
Calc Price:

**Municipal CAMA Records (Count: 2)**

Show 10 entries

Owner	Co-Owner	Address	Parcel Id	CAMA ID	Rank
<input type="checkbox"/> POKORNY CAROLYN A REV TRUST	POKORNY CAROLYN A TRUSTEE	50 PARK RIDGE AVENUE	194-030-000	1962	5
<input type="checkbox"/> POKORNY CAROLYN A REV TRUST	POKORNY CAROLYN A TRUSTEE	59 OCEAN VIEW AVENUE	194-032-000	1963	5

Showing 1 to 2 of 2 entries

Add Selected Cama Record(s) to Sale

**Attached CAMA Records**

Show 10 entries

Owner	Co-Owner	Address	Parcel Id	CAMA ID
No data available in table				

Showing 0 to 0 of 0 entries

Verification Step 2 is the process of correlating the real estate transaction to a specific record(s) in the municipalities CAMA data. This process allows the system to prepopulate CAMA and land use code information.

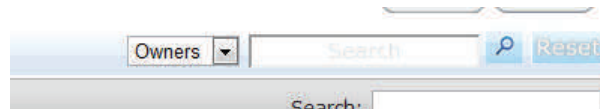
**CAMA Matching**-The system uses a series of algorithms to find the best possible match for the transaction in the CAMA database. Matches are ranked in the rightmost column. To select a CAMA record simply select the checkbox to the left of the record and select the next button.



**Selecting Multiple CAMA Records**-To select multiple CAMA records for a multi-parcel sale select the desired records by clicking the checkboxes to the left of each record. Then click the blue text below the CAMA records screen that reads "Add selected Cama Record(s) to Sale". The records will appear in the panel below. When the correct records have been chosen select the next button.

Add Selected Cama Record(s) to Sale

**Manually Locating a CAMA Record**-If the correct CAMA record does not appear in the table, users can search by either the *Owners Name* or *Address* in the search bar at the top of the screen.




# VERIFICATION SCREEN-STEP 3

NH Department of Revenue Administration  
Assessment Web Portal

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Home | **Verify** | Questions | Ratio Study | Reports | Settings | Utilities

 Verify (Rye 2011)

Step 3. Verify information about this transaction.

Verno: 13 Book-Page: 5155-2782		Field	Listed Value	Enter Validated Value
<b>CAMA Information</b>		Current Year Assessed Value	\$330,200.00	330200
Owner: POKORNY CAROLYN A REV TRUST		Previous Year Assessed Value	\$330,200.00	330200
Address: 50 PARK RIDGE AVENUE		Selling Price		
Parcel ID: 194-030-000		Property Code	11-Single Family Home	11-Single Family Home R
CAMA ID: 1962		Modifier Code		00-No Modifier Code
<b>Transaction Information</b>		Special Code		00-No Special Code
Location: N/A		Current Use		0-No
Parcel ID: N/A		Current Use Value		
Seller: RYE, TOWN		Notes		
Seller Address: N/A				
Buyer: POKORNY, CAROLYN A TR ETAL				
Buyer Address: N/A				
PA-34: No	Deed Date: 10/19/2010			
Tax Stamp: \$20.00	Calc Price:			
		Exclusion Code	Explanation	
		--- Select ---		
		--- Select ---		

Verification Step 3 allows users to enter critical information about the property; Assessed Value (current and previous year), Selling Price, Land Use Code(s) and Current Use information. Additionally users can make notes about the sale. Values displayed on this page are pre-populated from deed and CAMA information. Users can overwrite any values that are pre-populated. Once all information about the sale has been entered and exclusion codes have been selected (if applicable) select the next button.

**Exclusion Codes**-Users have the ability to add up to two exclusion codes for each transaction. Some codes require explanations, if one of these codes is selected and additional comments are not added the system will not allow the user to move forward with the process.

**Multi Parcel Sales**-If a multi parcel sale the assessed value displayed will be a summation if the selected CAMA records.

# VERIFICATION SCREEN-STEP 4

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Home Verify Questions Ratio Study Reports Settings Utilities

Verify (Rye 2011)

Step 4. Confirm all information about this transaction.

Field	Listed Value	Enter Validated Value
Current Year Assessed Value	\$330,200.00	\$330,200.00
Previous Year Assessed Value	\$330,200.00	\$330,200.00
Selling Price		\$0.00
Property Code	11-Single Family Home	11-Single Family Home
Modifier Code		00-No Modifier Code
Special Code		00-No Special Code
Current Use		False
Current Use Value		\$0.00
Notes	Monday, August 13, 2012 8:01 AM	

**Verno: 13 Book-Page: 5155-2782**

**CAMA Information**

Owner: POKORNY CAROLYN A REV TRUST  
 Address: 50 PARK RIDGE AVENUE  
 Parcel ID: 194-030-000  
 CAMA ID: 1962

**Transaction Information**

Location: N/A  
 Parcel ID: N/A

Seller: RYE, TOWN  
 Seller Address: N/A

Buyer: POKORNY, CAROLYN A TR ETAL  
 POKORNY, CAROLYN A REVOCABLE  
 Buyer Address: N/A

PA-34: No Deed Date: 10/19/2010  
 Tax Stamp: \$20.00 Calc Price:

**Sales Attachments**

Choose file to upload...  
 No file chosen  
 Description:

Exclusion Code	Explanation
35-Government Agency as Grantor/Grantee	Sale From Town

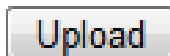
Verification Step 4 allows users review the information that has been entered about the transaction and provides an opportunity for the attachment of documents and photos. If the users has no attachments, simply review the information and select Finish.



Please note that once the process is finished the records are held in a “bin” that allows users to edit them prior to releasing to DRA. After selecting the Finish button users will be brought back to Verification Step 1.

**Attaching Documents and Photos**-To attach documents and photos:

1. “Choose File” button which will allow users to browse there computer for the desired file.
2. After browsing for the correct file and selecting “open” the file name will appear to the right of the “Choose File” button.
3. Provide a short description of the file you are uploading. Please note that files cannot be uploaded without a description.
4. Select the upload button to complete the process.

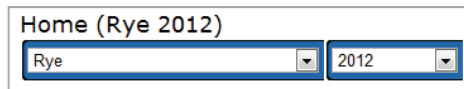


# FREQUENTLY ASKED QUESTIONS

## Home Screen

Q: How do I toggle between Equalization Years

A: Select the desired year from the pulldown menu at the top of the screen



Q: What is the dashboard telling me?

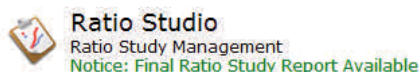
A: The dashboard is designed to give users a quick view into how many total records need to be verified. The quick view progress bar is an easy graphical indicator.

Q: Below the Verification description is says that there is an “Action to Complete Verification and Release to DRA”, what does this mean?



A: This is an indicator of sales that have been verified but not released for DRA to review. Selecting the text will release any verified records to DRA. This should only be selected when the users is finished with the verification process.

Q: Below the Ratio Studio Description there is a “Notice: Final Ratio Study Report Available”, what does this mean?

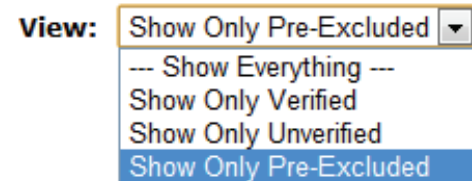


A: This indicated that the DRA has prepared the final ratio study for the municipality.

## Verification Screen 1

Q: How do I view pre-excluded Sales?

A: To view pre-excluded sales go the “View” pulldown menu and select show only pre-excluded.



Q: What criteria is used to pre-exclude sales?

A: Sales are pre-excluded if they have no consideration or minimum consideration. Additionally the following deed types are pre-excluded: CEM DEED, COLL DEED, COMMISNRS DEED, CON EASE, CONFIRM DEED, CONFIRM DEED ETC, CONFIRM FORECLOSE, CONFIRM QUIT, CONSRVATN EASEMENT, CORR DEED, CORR FID DEED ETC, CORR FORECLOSE, CORR MFG HOUSING, CORR QUIT, CORR QUIT ETC, CORR QUIT-CLAIM, CORR WTY, CORRECT QUITCLAIM, CORRECT WARRANTY, DEED RELEASE, DEED/ UN MTGE, EASE, EASEMENT, EASEMENT & AGREE, EASEMENT AGRT, EASEMENT DECLARATN, EASEMENT ETC, EASEMENT RELEASE, EXR DEED, FID & QUIT, FID & QUIT ETC, FID DEED, FID DEED ETC, FIDUCIARY, FORCLSRE, FORE DEED, FORECLOSE, FORECLOSE ETC, LICENSE, NOTICE CONDEMN, NOTICE LEASE, NOTICE OF LEASE, NOTICE OF TRANSFER, R OF WAY, REFUND NOTICE, REL DEED, RELEASE DEED, R ELEASE EASEMENT, RELEASE R O W, REVENUE NOTICE, RIGHT & EASEMENT, SELECTMAN DEED, TAX DEED, TAX LIEN, TAX REDMT, TR DEED, TRUSTEES DEED

Q: How can I search for a specific verno?

A: To search for a specific Verno simply enter the desired value in the search bar



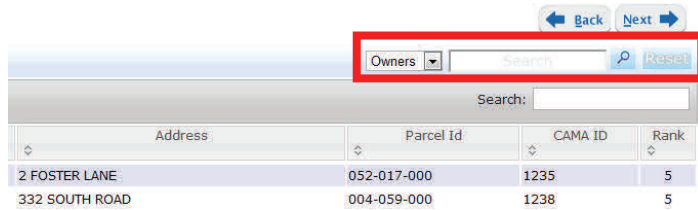


# FREQUENTLY ASKED QUESTIONS

## Verification Screen 2

Q: What if the matching does not provide the correct CAMA record(s)?

A: If the correct CAMA record does not appear in the match list, you may manually search for it by the owners name of the physical location.



Address	Parcel Id	CAMA ID	Rank
2 FOSTER LANE	052-017-000	1235	5
332 SOUTH ROAD	004-059-000	1238	5

Q: How can I manually select CAMA records?

A: Follow the process outlined above for searching for a record.

Q: What does the rank mean?

A: The rank is an indication of the likelihood the system has found the correct record.

Q: How do I remove selections from the multi-parcel selection?

A: If you would like to remove records from the multi-parcel selection tool click the red button with a white "X" to the left of the record.



## Verification Screen 3

Q: The sale price listed is not correct, why?

A: Sales prices are calculated from the tax stamp amount reported from the registry of deeds. This is a rounded value, so the back calculation of sales price can be slightly off from the actual value.

Q: Why is the previous year assessed value is listed as \$0.00?

A: This is most likely do to not having a previous years CAMA export for the municipality. As long as data is provided to the Mosaic parcel map project moving forward the issue should not occur again.

Q: How is the state property code determined?

A: The correlation from local land use code to state land use code is conducted through a series of algorithms. If the coding is not correct, please inform a member of the project team.

Q: What is a special code?

A: Special codes are used by some municipalities for special assessing districts. They are not common.

Q: Which exclusion codes require an explanation?

A: The following exclusion codes require an explanation; 21, 25, 47, 52, 56, 66, 67, 68, 69, 70, 77, 89, 99.



# TIPS & TRICKS

## Keyboard Shortcuts

The system has a number of keyboard shortcuts to minimize the time to validate each record. Shortcuts are activated by holding down the alt key and pressing another key as indicated below:

NEXT: Alt+N  BACK: Alt+B 

SAVE AND LAST: ALT+L 

SAVE AND NEXT:  ALT+S

### On Verify Step 3:

Current Year Assessed Value: Alt+1

Previous Year Assessed Value: Alt+2

Selling Price: Alt+3

Property Code: Alt+4

Modifier Code: Alt+5

Special Code: Alt+6

Current Use: Alt+7

Current Use Value: Alt+8

Notes: Alt+9

## Reviewing Validated Records

To quickly view validated records follow these steps:

1. Go to verify
2. On screen 1, change the “View” to “Show Only Verified”
3. Select a verified record, which will bring the user to Verify Step 3
4. User can review the entered information about the sale
5. To move to the next verified record select the “Save & Next Sale” button



## Notification Pop-Up

Users are prompted to update information about their municipality on a regular basis. The pop-up window below will continue to appear until information is updated.

