

To Print a List of Municipal Sales

1. On the home tab select your desired town and equalization year (Careful as EQ year defaults to current calendar year)

NH Department of Revenue Administration
Assessment Web Portal

Home Verify Questions Ratio Study

Home (Easton 2012)

Easton 2012 ← Select Equalization Year

Verify
Verify Sales and Link to CAMA Records
Action: Complete Verification & Release to DRA
Continue

Questions
Answer Questions About Sales
Continue

2. If you have questions which need to be answered you will see a green notice under the questions section. Click continue to the right of questions – or click on the questions tab.

Home Verify Questions Ratio Study R

Home (Swanzey 2012)

Swanzey 2012

Verify
Verify Sales and Link to CAMA Records
Released: 12/18/2012 11:57:42 AM
Continue

Questions
Answer Questions About Sales
Notice: Pending Questions Available
Continue

3. You will see a list of questions showing the verno number, book page, and date of the question. Click anywhere on the question to expand it. To respond to the question click the “add reply” link, type your response and click save in the lower right. Your response will instantly be available to DRA.

V: 86 BP: 2740-0542 1/30/2013 3:40 PM Please Verify Information

Linda Kennedy Says (1/30/2013 3:40 PM):
Is the assessment for just one parcels or both parcels that sold?

Responses: 0

Add Reply

4. To view the sale that the question is referring to click the "Sale Record" Link on the right side of the screen.



5. Note when you are finished answering your questions you must re-verify the sales which had questions. To do this simply go to the verify tab, click on the green arrow link, and click next through making any changes necessary per the questions. This process is the same as you did when initially verifying the sale except all information is auto-filled.



6. Once all sales are verified click the release link on the home screen



That's It!