

## 2009 DRA EQUALIZATION PROPERTY CODES

PROPERTY CODES	PROPERTY TYPES	CONDENSED NAME	*CLASS	**CLASSIFICATION CODES
<b>Improved Residential Land &amp; Building or Building Only Codes</b>				
11	Single Family Home	SFHM	R	GC1
12	Multi-Family 2-4 Units	MFHM	R	GC1
13	Apartment Building 5+ Units	APT5	C	GC1
14	Single Residential Condominium Unit - Even if the unit is part of multi unit block	RC1U	R	GC1
15	Residential Condominium 2-4 Unit Building - purchase of multiple units	RC24	R	GC1
16	Residential Condominium 5+ Unit Building - purchase of multiple units	RC5+	C	GC1
17	Manufactured Housing with Land (see definition in Glossary)	MHWL	R	GC1
18	Manufactured Housing without Land (see definition in Glossary)	MHNL	R	GC1
19	Unclassified/Unknown Improved Residential	UUIR	U	GC1
20	Building Only - Residential	RSBO	R	GC1
<b>Land Only Codes</b>				
22	Residential Land	RESL	R	GC3
23	Commercial Land	COML	C	GC3
24	Industrial Land	INDL	I	GC3
25	Mixed Use Residential/Commercial Land	RECL	C	GC3
26	Mixed Use Commercial/Industrial Land	CMIL	C	GC3
27	Unclassified/Unknown Land	UUKL	U	GC3
<b>Non-Residential Land &amp; Bldg Codes</b>				
33	Commercial Land & Building	CMLB	C	GC2
34	Industrial Land & Building	INLB	I	GC2
35	Mixed Use Residential/Commercial Land & Building	RCLB	C	GC2
36	Mixed Use Commercial/Industrial Land & Building	CILB	C	GC2
37	Unclassified/Unknown Non-Residential Land & Building	UULB	U	GC2
38	Building Only - Commercial/Non-Residential	NRBO	C	GC2
<b>Non-Residential Condo Codes</b>				
44	Commercial Condominium	COMC	C	GC2
45	Industrial Condominium	INDC	I	GC2
46	Unclassified/Unknown Non-Residential Condominium	UUNC	U	GC2
<b>Other Codes</b>				
55	Boatslip Only	BSLP	R	GC4
56	Condominiumized Land Site	COLS	R	GC4
57	Unclassified/Unknown Other	UUOT	U	GC4
58	Garage/Storage Unit	STUT	R	GC4
59	Dry Berth	DBTH	R	GC4
<b>Special Codes</b>				
<b>CODE</b>	<b>MODIFIER CODES</b>	<b>CONDENSED NAME</b>		
70	Waterfront	WTRF		
71	Water Access	WTRA		
72	Island	ISLD		
73	Waterfront Influence	WTRI		
74	View +	VEW+		
75	View -	VEW-		
<b>SPECIAL CODES</b>				
Special Codes are available at the request of assessing officials for unique property types or neighborhoods. See instructions on the back of this form.				

\*CLASS: R = RESIDENTIAL  
 C = COMMERCIAL  
 I = INDUSTRIAL  
 U = UNKNOWN/UNCLASSIFIED

\*\* CLASSIFICATION CODES (Assigned by DRA):

GC1 = IMPROVED RESIDENTIAL  
 GC2 = IMPROVED NON-RESIDENTIAL  
 GC3 = UNIMPROVED  
 GC4 = MISCELLANEOUS

## 2009 DRA PROPERTY CODES INSTRUCTIONS

<b>WHAT ARE PROPERTY CODES?</b>	<p>Property codes classify properties according to the major property types found in New Hampshire. Special property codes can be used to classify specific neighborhoods or unique property characteristics within a single municipality.</p> <p>Not every municipality will have property for each of the listed property types.</p>
<b>WHY ARE PROPERTY CODES IMPORTANT?</b>	<p>Property codes allow the DRA to prepare a stratified ratio report for the individual stratum (property type or neighborhood) in a municipality. The stratified ratio reports are important for equalization to help determine the representativeness of the sample and to designate sales that may be outliers. For assessment purposes, the stratified ratio reports give a more precise picture of the assessment (i.e., ratios) and equity (i.e., coefficient of dispersion) levels in a municipality and can signal areas of the municipality where adjustments may be needed.</p> <p>The DRA will still prepare a ratio using all sampled sales, regardless of type.</p>
<b>PROPERTY CODES</b>	<p>Insert the Property Code that matches the sale property <b>at the time of the sale</b> in the column entitled PROP CODE. If the sale property is for one type of property and the assessment is for another type of property, provide comments regarding the difference in the comments section. For example: Land only sale, land and building assessment. The municipal comments are important in determining which assessment should be used to calculate the ratio for an individual sale. <b>A property code must be inserted for each sale.</b></p>
<b>MODIFIER CODES</b>	<p>If there are characteristics that influence the value of the property such as waterfront or view influence, insert the modifier code that applies to the sale in the column entitled PROP MODF. <b>A property code must still be inserted even if a modifier code is being inserted.</b></p>
<b>SPECIAL CODES</b>	<p>If you feel that you have enough sales of a unique type of property not listed above or a special neighborhood and you would like a separate stratified analysis prepared, please contact the Property Appraisal Division, Equalization Bureau and a special code will be assigned. Some examples of special codes that have been used in the past are: L/O Condos, Utility Lockers, Camps &amp; Historic Districts.</p>
<b>CLASSIFICATION CODES</b>	<p>The Assessing Standards Board adopted the following three strata for reviewing municipalities: Improved Residential, Improved Non-residential and Unimproved. Assessment Review codes GC1, GC2 and GC3 have been developed to stratify the sales into three categories. Assessment Review code GC4 is used for all sales that do not fit into the three Assessment Review categories. These codes are not assigned by the municipalities. They are automatically assigned by the DRA as a result of the property codes provided by the municipalities.</p>
<b>WHO TO CONTACT?</b>	<p>All questions or concerns regarding equalization, including the assignment of special codes, should be directed to the Property Appraisal Division, Equalization Bureau at 271-2687.</p>

## 2009 DRA EQUALIZATION EXCLUSION CODES TABLE

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 2009 Equalization Instructions.

As in prior years, assessing officials are requested to provide written 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 in the column titled "Exclcd." If there is more than one reason for excluding a sale, include additional exclusion codes on the "comments" line. **DO NOT use exclusion (or any other) codes to describe a change in assessed values from the prior EQ year.** If assessing officials choose to make written comments instead of using codes, the forms will still be accepted.

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 list in the table includes 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 write explicit and complete remarks in the comments 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.

**THE DRA MAKES THE FINAL DETERMINATION REGARDING THE INCLUSION OR EXCLUSION  
OF A SALE IN THE RATIO STUDY REGARDLESS OF COMMENTS OR INFORMATION PROVIDED.**

### 2009 EXCLUSION CODES TABLE THE FOLLOWING CODES ARE FOR USE BY DRA ONLY

These codes are assigned by Real Data Corporation when extracting information from the deeds. These codes are supplied for informational purposes and **can not** be used by municipalities.

The exclusion code 99 has been designated for use by municipalities when there is a sale in the sample that cannot best be described by one of the following reasons.

CODE	REASON	ASSIGNED FROM DEED	EXPLANATION REQUIRED
<b>Mismatch of Rights Sold/Assessed</b>			
18	Multiple Parcels/ Same Town	Yes	
19	Non-Price Same Town MPC	Yes	
20	Multi-Town Property	Yes	
<b>Determination of Price/Consideration</b>			
23	No Stamp Required Per Deed	Yes	
<b>Ownership Interests Sold</b>			
27	Less Than 100% Interest Transferred	Yes	
30	Timeshare	Yes	
31	Easement (Boatslips may be reincluded)	Yes	
32	Timber Rights	Yes	
<b>Forced Sales</b>			
50	Tax Sale	Yes	
51	Foreclosure	Yes	
<b>Questionable Title</b>			
55	Unspecified Deed Covenants	Yes	Yes
<b>Other Circumstances</b>			
81	Estate Sale with Fiduciary Covenants	Yes	
82	Deed Date Too Old or Incomplete	Yes	
83	Cemetery Lots	Yes	

# 2009 EXCLUSION CODES

For use by municipalities

CODE	REASON	EXPLANATION REQUIRED
<b>Mismatch of Rights Sold/Assessed</b>		
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	
21	Multi-Parcel Conveyance (MPC) - can be sold separately	Yes
<b>Determination of Price/Consideration</b>		
22	Indeterminate Price/Consideration	
<b>Open Market Exposure</b>		
24	Sale Between Owners of Abutting Property	
25	Insufficient Market Exposure	Yes
<b>Ownership Interests Sold</b>		
26	Mineral Rights Only	
28	Life Estate/Deferred Possession 1 Yr+	
29	Plottage or Assemblage Impact	
<b>Special Grantor/Grantee Relationships</b>		
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	
44	Non-Market with Trust as Grantor/Grantee	
<b>Sales of Convenience</b>		
45	Boundary Adjustment	
46	Deed to Quiet Title	
47	Other Sale of Convenience	Yes
<b>Forced Sales</b>		
48	By Sheriff or Other Court Official	
49	Deed in Lieu of Foreclosure	
52	Other Forced Sale	Yes
<b>Questionable Title</b>		
56	Other Doubtful Title	Yes
<b>Other Circumstances</b>		
57	Substantial Value in Trade	
58	Installment Sale	
59	Unfinished Common Property	
60	Unidentifiable in Assessor's Records	
66	Complex Commercial Sale	Yes
67	Unknown Value of Personal/Non-Taxable Property	Yes
68	Pertinent Mortgage Terms Unknown	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	
<b>Special DRA Consideration</b>		
87	Over- representation of Locale in Sample	
88	Over- representation of Property Type in Sample	
89	Resale in EQ Period	Yes
90	RSA 79-A Current Use	
97	RSA 79-B Conservation Easement	
98	Sales Related Assessment Change	
<b>For Use Only If No Other Code Applies</b>		
99	Unclassified Exclusion	Yes