### NOTICE

This Form must be filed within 180 days of the alleged misconduct.

The Commissioner of the Department of Revenue certifies individuals to make appraisals on behalf of municipalities for taxation purposes (RSA 21-J:14-f) and receives misconduct charges for violations of the standards contained in the Assessing Standards Board Administrative Rule Asb 307. The Commissioner has the authority to certify, impose disciplinary sanctions, suspend, or decertify a certified individual but does not have the authority to award damages or make decisions in civil matters. The Commissioner also does not have the authority to grant individual property tax abatements (RSA 76:16) or issue decisions in appeals (RSA 76:16-a and RSA 76:17).

### STEP 1

**COMPLAINANT CONTACT INFORMATION** (see instructions on page 3)

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**ADDRESS**

<table>
<thead>
<tr>
<th>Address</th>
<th>Town/City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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**HOME PHONE NUMBER (Enter numbers only)**

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<thead>
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<th></th>
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</table>

**CELL PHONE NUMBER (Enter numbers only)**

|          |

**EMAIL ADDRESS**

<table>
<thead>
<tr>
<th>Email Address</th>
</tr>
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<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**COMPLAINANT AFFILIATION**

- PUBLIC
- MUNICIPALITY
- STATE AGENCY
- NHAAC
- IAAO
- NHREAB
- OTHER (Describe)

### STEP 2

**RESPONDENT INFORMATION** (A separate form shall be completed for each separate respondent) (see instructions on page 3)

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**RESPONDENT’S EMPLOYER OR COMPANY NAME**

<table>
<thead>
<tr>
<th>Company Name</th>
</tr>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

### STEP 3

**MISCONDUCT CHARGE INFORMATION** (see instructions on page 3)

<table>
<thead>
<tr>
<th>Date of Event</th>
<th>Municipality Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**LOCATION OF EVENT**

<table>
<thead>
<tr>
<th>Property Map/Lot Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**INDICATE MISCONDUCT CHARGE(S)** (see instructions on pages 3-4)

- Deceit-Fraud-Bad Faith-Unsworn Falsification
- Work Performance
- Negligence
- Misconduct or Law/Rule Violation
- Sales Chasing
- Confidentiality
- Right to Know
- Non-Reporting of Criminal Conviction, Decertification/Suspension
# Form PA-71

## Step 3: Misconduct Charge Information

**Concise Description of the Event**

(If more space is required, attach a separate sheet. Attach all relevant documents.)

## Step 4: Signature

This signature is made under penalty of unsworn falsification (RSA 641:3). I understand that my complaint may be copied to the DRA-certified assessing personnel that I have submitted this complaint against.

**Signature of Complainant** (in ink) ____________________________ **Date**

**Print or Type Signatory Name** ____________________________
## ADA COMPLIANCE
Individuals who need auxiliary aids for effective communications in programs and services of the New Hampshire Department of Revenue Administration are invited to make their needs and preferences known. Individuals with hearing or speech impairments may call TDD Access: Relay NH 1-800-735-2964.

## STEP 1: COMPLAINANT CONTACT INFORMATION
"Complainant" means a person who has filed a written charge of misconduct (Asb 301.07).

Enter the first and last name of the complainant and their mailing address, phone numbers and email address.

Indicate the affiliation of the complainant. If the complainant is a member of the public and not affiliated with any municipality, agency or board, then check the box titled Public. If "Other" is chosen, specify the type of affiliation or association of the complainant. NHAAO is the New Hampshire Association of Assessing Officials. IAAO is the International Association of Assessing Officers. NHREAB is the New Hampshire Real Estate Appraiser Board.

## STEP 2: RESPONDENT INFORMATION
"Respondent" means a DRA-certified person against whom a charge of misconduct has been filed (Asb 301.19).

Enter the first and last name of the DRA-Certified assessing personnel (Respondent) that is the subject of the alleged misconduct charge.

Indicate the name of the respondent's employer. If the respondent is an employee of a town or city, enter the name of the municipality. If the respondent is a contract assessor, enter the name of the contracting assessing company.

## STEP 3: MISCONDUCT CHARGE INFORMATION
Check the box(es) that most clearly describe the alleged misconduct.

"Misconduct" means (Asb 301.15):
(a) A dereliction of duty;
(b) An affirmative act of misrepresentation or concealment of a material fact;
(c) Violation of assigned duties by malfeasance, misfeasance or nonfeasance; or
(d) An act or failure to act when there is a duty to do so in reckless disregard of another’s rights, committed voluntarily and intentionally.

"Types of Misconduct" (Asb 307.02). Charges of misconduct shall include:
(a) The practice of deceit-fraud as defined in Asb 301.08, bad faith, or unsworn falsification in procuring, or attempting to procure, DRA certification, or recertification;
(b) The allowance, by a person with DRA certification, of the performance of work by:
(1) An individual who is not DRA-certified; or  
(2) An individual where the work is above their certification level;  

(c) Negligent or willful acts performed in a manner inconsistent with the health or safety of persons under their supervision;  

(d) Violation of any applicable NH property assessing statutes, Asb 300 or Rev 600;  

(e) Suspension or decertification similar to one issued under RSA 21-J:14-b, I-a(a)(1)(C), in another jurisdiction, without reinstatement of certification;  

(f) Breaching a duty of confidentiality;  

(g) Conviction within the past 5 years or since last certification of a class A misdemeanor or a felony, and failure to notify DRA of the conviction;  

(h) Not notifying the DRA within 10 business days of suspension or decertification from:  
   (1) Another jurisdiction similar to one issued under RSA 21-J;  
   (2) The New Hampshire Association of Assessing Officials;  
   (3) The International Association of Assessing Officers; or  
   (4) The NH Real Estate Appraisal Board; and  

(i) Not including any information about suspensions or decertification similar to one issued under RSA 21-J prior to becoming DRA-certified.  

“Sales Chasing” means the practice of knowingly changing an individual property assessment to or near to the recent selling price of that property thereby manipulating equalization ratio study results.  

STEP 4: COMPLAINANT SIGNATURE  
Sign and date the form. Print or type the signer’s name. The signature is made under penalty of unsworn falsification pursuant to RSA 641:3. A copy of this complaint may be provided to the DRA-certified assessing personnel that the complaint has been submitted against.