

CHAPTER Rev 2800 EQUALIZATION OF ASSESSMENT FOR EACH TOWN, CITY, AND UNINCORPORATED PLACE WITHIN THE STATE

PART Rev 2801 DEFINITIONS

**Readopt Rev 2801.01 through Rev 2801.03, effective 2-22-13 (Document #10277), to read as follows:**

Rev 2801.01 “Assessing officials” means:

- (a) Governing body of a municipality;
- (b) Assessors of a municipality; or
- (c) County commissioners of an unincorporated place.

Rev 2801.02 “Department” means the department of revenue administration.

Rev 2801.03 “Equalization” means the process by which adjustments are made to each municipality’s locally assessed values to calculate the estimated market value of the municipality.

**Readopt with amendment Rev 2801.04, effective 2-22-13 (Document #10277), to read as follows:**

Rev 2801.04 “Manual” means sections 1, 3, and 8 of the most recently adopted New Hampshire equalization manual as approved by the New Hampshire ~~equalization~~ **assessing** standards board.

**Readopt Rev 2801.05, effective 2-22-13 (Document #10277), to read as follows:**

Rev 2801.05 “Multi-modal” means 2 or more different classes or strata of properties assessed at statistically different ratios.

**Readopt Rev 2801.06, effective 2-22-13 (Document #10277), to read as follows:**

Rev 2801.06 “Municipality” means a city, town, or unincorporated place.

PART Rev 2802 EQUALIZATION MANUAL

**Readopt Rev 2802.01, effective 2-22-13 (Document #10277), to read as follows:**

Rev 2802.01 Equalization Manual.

(a) In addition to the requirements of RSA 21-J:9-a, the department shall annually determine the total equalized valuation of properties in the cities and towns and unincorporated places in accordance with sections 1, 3, and 8 of the manual.

(b) The manual shall be available upon request at no cost by:

- (1) Accessing the web at [www.revenue.nh.gov](http://www.revenue.nh.gov);

(2) Calling (603) 230-5950; or

(3) Writing to:

Assessing Standards Board Clerk  
New Hampshire Department of Revenue Administration  
~~409 Pleasant Street~~  
PO Box 487  
**109 Pleasant Street**  
Concord, NH 03301-0487.

PART Rev 2803 DETERMINING THE AVERAGE LEVEL OF ASSESSMENT FOR EACH TOWN, CITY, AND UNINCORPORATED PLACE WITHIN THE STATE

**Readopt Rev 2803.01, effective 2-22-13 (Document #10277), to read as follows:**

Rev 2803.01 Municipal Assessment Data.

(a) Assessing officials shall submit municipal assessment data to the department as part of a sales assessment ratio study used in the equalization process.

(b) Assessing officials shall verify and provide the following municipal assessing data:

(1) The previous tax year's assessment before applying exemptions or credits;

(2) The current tax year's assessment before applying exemptions or credits;

(3) A statement explaining the change if there is a difference between the prior and current tax year's assessments;

(4) Comments verifying, amending, and adding to the sales information that may affect the inclusion or exclusion of the sale; and

(5) Information the assessing officials have knowledge of which would indicate that the sale or transfer might not reflect an arms-length transaction as listed in section 3.05.02 (b) of the manual.

(c) Within 45 days of notification by the department, assessing officials shall:

(1) Electronically file municipal assessment data with the department in a format compatible with the department's electronic system; and

(2) Certify that the municipal assessment data certificate is complete and accurate to the best of their knowledge by mailing or delivering the certificate to:

New Hampshire Department of Revenue Administration  
Equalization Bureau  
~~409 Pleasant Street~~  
PO Box 487  
**109 Pleasant Street**  
Concord, NH 03301-0487.

**Readopt with amendment Rev 2803.02, effective 2-22-13 (Document #10277), to read as follows:**

Rev 2803.02 Form PA-34, Inventory of Property Transfer.

- (a) The department shall use Form PA-34 to verify the municipal assessment data.
- (b) Every buyer, purchaser, grantee, assignee, or transferee shall file Form PA-34 with the department no later than 30 days from the following, whichever is later:
- (1) The recording date of the deed at the registry of deeds; or
  - (2) The date of the transfer.
- (c) The Form PA-34 shall be:
- (1) Filed electronically through the Granite Tax Connect web portal located at [www.revenue.nh.gov/gtc](http://www.revenue.nh.gov/gtc); or
  - (2) Mailed or delivered to:
 

New Hampshire Department of Revenue Administration  
Equalization Bureau  
~~109 Pleasant Street~~  
PO Box 1313  
**109 Pleasant Street**  
Concord, New Hampshire 03301-1313.
- (d) A copy of completed Form PA-34 shall be filed with the municipality no later than 30 days from the following, whichever is later:
- (1) The recording date of the deed at the registry of deeds; or
  - (2) The date of the transfer.

**Readopt with amendment Rev 2803.03, effective 2-22-13 (Document #10277), as amended effective 4-22-15 (Document 10815), to read as follows:**

Rev 2803.03 Equalization Ratio.

- (a) The department shall use the weighted mean ratio to adjust a municipality's modified assessed valuation.
- (b) The department shall use the weighted mean ratio calculated to one tenth of one percent if the weighted mean ratio with a 90% confidence interval does not straddle 1.00.
- (c) If the weighted mean ratio does not accurately represent a municipality's level of assessment, the department shall determine an alternate ratio in accordance with the manual.

(d) The criteria for an alternate ratio in (c) above shall be:

- (1) The sample of sales does not contain the minimum of 20 valid sales;
- (2) An unexplained increase or decrease in the ratio that is more than 10% different than the increases or decreases of the ratios in any of the surrounding municipalities;
- (3) An unexplained increase or decrease in the ratio that is more than 10% different than the increases or decreases of the ratios in any other municipalities within the same cooperative or regional school district;
- (4) Supplemental data and information provided by the municipality shows that the sample of sales of properties is generally not reflective of the property comprising the municipality's valuation base;
- (5) Data and information provided by the municipality shows the weighted mean ratio is unduly affected by multi-modal assessments in the municipality;
- (6) A municipality requests, prior to the calculation of the total equalized valuation, separate assessment ratios by stratum provided that the strata:
  - a. Contain at least 20 valid sales; and
  - b. Have a confidence interval, calculated with a 90% confidence level, that is wholly outside the confidence level of other strata;
- (7) For (5) and (6) above, the municipality shall have provided accurate assessed value information consistent with the strata category used for the application of separate assessment ratios; and
- (8) In applying the separate ratios, a single, weighted overall ratio for the municipality shall be based upon the separate ratios and the total assessed valuation of each strata to adjust:
  - a. Payments-in-lieu-of taxes, including renewable generation facility property subject to a payment in lieu of taxes agreement under RSA 72:74.
  - b. Railroad tax monies;
  - c. Shared revenues;
  - d. Current use values for a municipality's equalization ratio; and
  - e. Compute the municipality's total equalized evaluation, where applicable.

**Readopt Rev 2803.04, effective 2-22-13 (Document #10277), to read as follows:**

Rev 2803.04 Revised Ratio Studies.

(a) The department ~~may~~**shall** revise a municipality's ratio study if new or revised information is presented prior to the expiration of the appeal period pursuant to RSA 71-B:5, II.

(b) Revisions shall include, but are not limited to:

- (1) Correcting assessment errors;
- (2) Considering new verified information;
- (3) Correcting a sale's property code; or
- (4) Reviewing the representativeness of the sampling.

#### PART Rev 2804 APPEALS

**Readopt Rev 2804.01, effective 2-22-13 (Document #10277), to read as follows:**

Rev 2804.01 Appeals.

(a) Assessing officials may contact the department prior to the calculation of the total equalized valuation for:

- (1) Revisions as stated in Rev 2803.04 (b); or
- (2) Consideration of an alternate ratio methodology as stated in 3.11 of the manual.

(b) A municipality may appeal the total equalized valuations calculated by the department at the conclusion of the equalization process to the board of tax and land appeals in accordance with RSA 71-B:5, II.

**APPENDIX**

<b>RULE</b>	<b>STATUTE IMPLEMENTED</b>
Rev 2801.01 - Rev 2801.06	RSA 21-J:13, IX
Rev 2802.01 - Rev 2804.02	RSA 21-J:13, IX
Rev 2803.01 - Rev 2803.04	RSA 21-J:13, IX; RSA 74:18
Rev 2804.01	RSA 21-J:13 IX, RSA 71-B:5 II