PROPERTY TAX EQUALIZATION QUICK HELP SHEETS

NH Mosaic Parcel Map
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 Step 1 is the initial process in verifying real estate transaction records. All transactions 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

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.

**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 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 Step 4 allows users to review the information that has been entered about the transaction and provides an opportunity for the attachment of documents and photos. If the user 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 their 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 user 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 indicates 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, CONSRVTN EASEMENT, CORR DEED, CORR FID DEED ETC, CORR QUITCLAIM, 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, FOR 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.

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 algorythms. 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.
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

**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.

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