

NH DEPARTMENT OF REVENUE ADMINISTRATION

Municipal and Property Bureau

Equalization Bureau

SALE EXCLUSION CODES

It is the intent of the Department of Revenue Administration (DRA) to use only arm's length transactions that sold for market value in the conduct of the ratio study.

Assessing officials are required to provide 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 titled "Exclusion Code." If there is more than one reason for excluding a sale, include additional exclusion codes in the same area. **DO NOT** use exclusion (or any other) codes to describe a change in assessed values from the prior equalization year. Assessing officials may choose to make comments in the town notes section to further explain the details of a sale.

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 in Section 1 of the NH Equalization Manual.

The table lists the most common 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, use exclusion code 99, unclassified exclusion, and provide explicit and complete remarks in the town notes 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.

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Exclusion Code	Exclusion Reason <i>Use the Most Appropriate Code</i>	Municipal Explanation Required
Mismatch of Rights Sold/Assessed		
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	
19	Multi-Town Property	
20	Multi-Parcel Conveyance (MPC) – Properties cannot (likely) be sold separately	Yes
21	Multi-Parcel Conveyance (MPC) - Properties can be sold separately	Yes
Determination of Price/Consideration		
22	Indeterminate Price/Consideration	
23	No Stamp Required Per Deed	Yes
Open Market Exposure		
24	Sale Between Owners of Abutting Property	
25	Insufficient Market Exposure	Yes
Ownership Interests Sold		
26	Mineral Rights	
27	Less than 100% Interest Transferred	
28	Life Estate/Deferred Possession 1 Year +	
29	Plottage or Assemblage Impact	
30	Timeshare	
31	Easements	
32	Timber Rights	
Special Grantor/Grantee Relationships		
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	
41	Government Related Entity	

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Exclusion Code	Exclusion Reason <i>Use the Most Appropriate Code</i>	Municipal Explanation Required
Sales of Convenience		
43	Short Sales	Yes
45	Boundary Adjustment	
47	Other Sale of Convenience	Yes
Forced Sales		
48	By Sheriff or Other Court Official	
49	Deed in Lieu of Foreclosure	
50	Tax Sale	
51	Foreclosure	
52	Other Forced Sale	Yes
Questionable Title		
54	Deed to Quiet Title	Yes
56	Other Doubtful Title	Yes
Other Circumstances		
57	Substantial Value in Trade	Yes
58	Installment Sale	Yes
60	Unidentifiable in Assessor's Records	
66	Complex Commercial Sale	Yes
67	Unknown Value of Personal/Non-Taxable Property	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	Yes
81	Estate Sale with Fiduciary Covenants	
82	Deed Date Too Old or Incomplete	Yes
83	Cemetery Lots	
Special DRA Consideration		
87	Over-representation of Locale (Entity, grantor) in Sample	
88	Over-representation of Property Type in Sample	Yes
89	Resale in EQ Period	Yes
90	RSA 79-A Current Use	Yes
97	RSA 79-B Conservation Easement	
98	Sales Related Assessment Change	FOR DRA USE ONLY
99	Unclassified Exclusion	Yes