

**MASS APPRAISAL REVIEW REPORT
USPAP Compliance Checklist**

Prepared by the NH Department of Revenue Administration
Municipal and Property Division

SUMMARY		USPAP Standard Rule #
Client:	NH Department of Revenue Administration (Department)	3-2(a); 4-2(a)
Intended Users:	NH Assessing Standards Board (ASB), the Municipality, Company/Appraiser of work under review; the Department	3-2(a); 4-2(a)
Intended Use:	1. To evaluate compliance with USPAP and applicable laws and regulations; 2. To provide feedback to the preparer of the mass appraisal under review	3-2(b); 4-2(b)
Purpose of Assignment:	To evaluate how the mass appraisal under review complies with the most recent iteration of USPAP and applicable laws and regulations, in effect as of the date of the appraisal. This review does not include the development of the reviewer's own opinion of value(s).	3-2(c), 3-3(c); 4-2(c), 4-2(i)
Municipality Where Appraised Properties are Located:		3-2(d)(iv)
Effective Date of Value:	April 1 , Choose an item.	3-2(d)(ii); 4-2(d)(iii)
Date of Work Under Review:	Click or tap to enter a date.	3-2(d)(ii); 4-2(d)(ii)
Company Name / Name of Appraiser Who Completed the Report Under Review:	[Company] / [Name of Appraiser]	3-2(d)(iii); 4-2(d)(iv)
Type of Revaluation Under Review: (Check One)	Choose an item.	3-2(d)(iv); 4-2
Work Under Review per Contract or In-House Work Plan:		3-2(d)(iv); 4-2(d)(i)
Date of Reviewer's Appraisal Review Report	Click or tap to enter a date.	4-2(e)
Reviewer's Extraordinary Assumptions:	See attached assumptions and limiting conditions.	3-2(e); 4-2(f)
Reviewer's Hypothetical Conditions:		3-2(f); 4-2(f)
Reviewer's Scope of Work:	See attached scope of work.	3-2(g); 4-2(g)
<p>Pursuant to RSA 21-J:14-b, I(c), the Department in its assessment review process shall review all mass appraisals to ensure compliance with USPAP and applicable laws and regulations. The purpose of this appraisal review is to advance the legislative objective of bringing greater credibility, uniformity, transparency, and accountability to statewide assessment practices. In so doing, this document serves as an analytical tool for identifying and documenting compliance with recognized assessment methods and techniques. This document also provides a mechanism for communicating the results of the review to the appropriate municipalities, assessors, and contractors.</p>		
FOR DRA USE		
Date of Initial USPAP Report Received by Department:	Click or tap to enter a date.	Date of Last Revision Submitted to Department: Click or tap to enter a date.
Reviewer's Name:		

Item #	Section	Page #	Yes	No	USPAP Standard Rule #
Section 1 – Letter of Transmittal					
1.1	Identifies the properties appraised.				6-2(f)
Identifies the properties that are impacted by the new assessments .					
1.2	Identifies the effective date of the appraisal and the date of the report.				5-2(d); 6-2(d)
Per RSA 74:1 and RSA 76:2, the effective date of the appraisal shall be April 1 of the year in which the assessments have been updated. The date of the report is date the report was completed, or the date of the final revision.					
1.3	Identifies the intended use of the appraisal.				5-2(b); 6-2(b)
The intended use of the appraisal is for Ad Valorem taxation.					
1.4	Identifies the client of the appraisal and any other intended users.				5-2(a); 6-2(a)
The <u>client</u> is the municipality in which the assessments have been updated. <u>Intended user</u> is the client and any other party as identified, by name or type, as users of the appraisal based on communication with the client at the time of the assignment.					
1.5	Identifies the type and definition of value, and cite source.				5-2(c); 6-2(e)
NH RSA 75:1 "[...] and all other taxable property at its market value. Market value means the property's full and true value [...]."					
1.6	Identifies the property interests assessed.				5-2(f), 5-2(g); 6-2(f)
New Hampshire statutes require fee simple valuations exclusively.					
1.7	Signed certification of value, including names of individuals providing significant mass appraisal assistance.				6-2(h), 6-3
The Certification shall be signed by the project supervisor. Include the names of individuals providing significant appraisal assistance and the nature and extent of their assistance. See USPAP Advisory Opinion 31.					

Section 2 – Scope of Work					
2.1	Identifies type of revaluation performed (Partial, Cyclical, Statistical, Full Revaluation).				5-2(b), 5-4; 6-2(f), 6-2(g)
Rev 600 rules define the types of assessment activity for New Hampshire.					
2.2	Identifies any limiting conditions adopted for the development and reporting of value.				6-1(c), 6-2(c)
6-2(c) disclose any assumptions or limiting conditions that result in a deviation from recognized methods and techniques or that effect analyses, opinions and conclusions.					
2.3	Identifies any extraordinary assumptions and/or hypothetical conditions adopted for the development and reporting of value.				5-2(i), 5-2(j); 6-1(c)
Clearly and accurately disclose any extraordinary assumptions or hypothetical conditions used in the assignment and state their use might have affected the assignment results. See USPAP FAQ pages 280 - 285 for further details.					
2.4	Identifies the need for and the extent of any physical property inspections.				5-5(a), 5-5(d); 6-2(i); 6-2(j)
Summarize the sources of data, the data collection process and the validation processes. Reference to detailed data collection manuals, actual contracts and electronic records must be made, as appropriate, including where they may be available for inspection.					
2.5	Provides an explanation if no physical inspections of sales were performed.				5-5(a), 5-5(d); 6-2(i), 6-2(j)
Explain why physical inspection of sale properties were not performed, if applicable.					

Item #	Section	Page #	Yes	No	USPAP Standard Rule #
2.6	Identifies the steps taken to complete the final review, testing procedures and techniques.				5-7(b); 6-2(i), 6-2(k), 6-2(l)
Describe the extent of the final review as well as procedures and techniques utilized to ensure uniform and proportional assessments.					
2.7	Provides a definition of highest and best use (HBU) that references case law and statutes and describe HBU requirements.		X		5-3(a); 6-2(l)
Rev 601.26 "Highest and best use"					
2.8	Provides an explanation for any exceptions from HBU (such as actual use).				Jurisdictional Exception Rule
Permissible exceptions are allowed, refer to RSA 75:1 How Appraised (e.g. RSA 75:11 Appraisal of Residences)					
2.9	Identifies approaches to value considered, utilized and not utilized. If not utilized, explain why.				5-2(k); 6-2(g)
Credible approaches to the development of market value for real estate include the sales comparison (market), the income and cost approaches; if any of the approaches to value were not utilized, provides an explanation.					

Section 3 – Development of Values					
3.1	Provides a brief description of basic valuation theory/mass appraisal.				5-1(a), 5-4; 6-1
Provides a summary of applicable valuation theory.					
3.2	Identifies the characteristics of the market that are relevant to the purpose and intended use of the mass appraisal including location, physical, legal and economic attributes.				5-2(e), 5-2(f)
Provides a summary of the real estate trends for all classes of property appraised, Provides a brief description of where the appraised properties are located.					
3.3	Provides a brief description of data calibration methods used in the revaluation.				5-4(b), 5-4(c); 6-2(k), 6-2(i)
Describes the mass appraisal model utilized and how the model is calibrated; calibration should utilize recognized techniques.					
3.4	Identifies and explains period of time from which sales were utilized for the development of values.				5-2(f), 5-2(g), 5-2(i)
States the range of sale transfer dates utilized to develop credible and reliable assessments. If the ranges vary by class of property, Provides the range of sale transfers for each property class.					
3.5	Describes extent of sale data collection and verification procedures.				5-4(a), 5-5(a), 5-5(d); 6-2(i), 6-2(j)
States what steps were taken to verify and collect the various data elements associated with the property transfers within the time period utilized. States exactly how property transfers were determined to be qualified sales.					
3.6	Describes how qualified sales were selected for use in the sales analysis process.				5-4(a), 5-5(a); 6-2(i)
3.7	Identifies the number of sales utilized in sales analysis by property type.				5-4(a), 5-5(a); 6-2(i), 6-2(j)
Provides a list of qualified sales utilized in the report by property type, for example, vacant, residential, commercial.					

Item #	Section 3 - Continued	Page #	Yes	No	USPAP Standard Rule #
3.8	Provides the source of income and expense data utilized if an income approach to value is utilized.				5-4(b), 5-5(a-c), 5-7(a); 6-2(g)
When valuing properties by the income approach, Provides the source of the income and expense data and how this information was verified and adjusted for the assignment.					
3.9	Provides the source of vacancy rates, cap rates and/or income multipliers utilized, and a reconciliation by class if an income approach to value is utilized.				5-4(b), 5-5(a), 5-5(b), 5-7(a); 6-2(g), 6-2(j)
When valuing properties by the income approach, Provides the source of the various rates or multipliers and how this information was verified and adjusted for the assignment.					
3.10	Identifies and explains the reconciliation performed, approaches to value, and the applicability and relevance of the approaches, methods and techniques.				5-7(a); 6-2(i)
Explains which approaches to value were applicable for the assignment; States how approaches were weighted if more than one approach was utilized.					

Section 4 – Time Trending

4.1	Provides a summary of the methodology utilized to develop a market-supported time trend analysis.				5-2(e), 5-2(f), 5-2(h); 6-2(i), 6-2(j)
Provides the analytical support for the time trending methodology and analysis in a format that provides clarity and transparency to the intended user. If more than one trend is identified in your community, provides the support for that determination.					

Section 5 – Land and Neighborhood Data

5.1	Provides documentation and support for base land rate(s) utilized. Provides documentation for any unimproved or vacant land adjustments.				5-5(a)(iii), 5-6(b); 6-1, 6-2(i), 6-2(m)
5.2	Provides a description of all zones and/or neighborhoods codes utilized and the reasoning behind the neighborhood delineations.				5-2(h), 5-6(b); 6-1, 6-2(i), 6-2(m), 6-2(n)
5.3	Provides documentation and support for neighborhood and or zone adjustments.				5-2(h), 5-4, 5-6(b); 6-1, 6-2(i), 6-2(m)
5.4	Provides land area adjustment table(s) and land curve table(s).				5-4, 5-6(b), 5-6(d); 6-1
Provides all land area tables and curves included by square foot up to the base lot size and by acreage above the base lot size.					
5.5	Provides documentation for any other adjustments associated with site specific adjustments.				5-2(g)(iv), 5-2(g)(v), 5-4, 5-6(b), 5-6(d); 6-1
Provides a list or table of basic site adjustments utilized for individual lot adjustments such as topography, access, etc.					

Item #	Section 5 - Continued	Page #	Yes	No	USPAP Standard Rule #
5.6	Provides a list of all external site influences (positive or negative) and corresponding adjustment ranges or amounts (% or \$).				5-3(a), 5-4, 5-6(b); 6-1
Provides a list or table of external influence adjustments utilized for individual lot adjustments.					
5.7	Provides reasoning and support for adjustments of any water, view or other significant site influences (site specific or external).				5-3(a), 5-4, 5-5(a), 5-6(b); 6-1
Provides a list or table of site adjustments utilized for significant site influences, such as water frontage, views etc.					
5.8	Provides a list of land sales utilized in analysis and a separate list of any land sales not utilized in analysis.				5-1(b); 6-2(i)
Provides a list of qualified sales and separate list of unqualified sales with their corresponding codes.					

Section 6 – Improved Property Data					
6.1	Provides a brief narrative explanation for types of depreciation utilized.				5-1(a), 5-4(b), 5-5(a)(ii), 5-6(a); 6-1(b)
6.2	Provides depreciation tables by property class, and support for depreciation utilized.				5-4, 5-5(a)(ii), 5-6(a); 6-1
6.3	Provides a table of effective area factors and explain how they are used in the model.				5-4, 5-6(a); 6-1
6.4	Provides a table of story height adjustments, if applicable, and explain how they are used in the model.				5-4, 5-6(a); 6-1
6.5	Provides a table of quality/grades, their adjustment factors, and narrative description of each.				5-4, 5-6(a); 6-1
Document quality / grade factors and Provides a description of each quality / grade factor with sufficient detail that the user(s) of the report can distinguish between the various grades.					
6.6	Provides documentation, support and/or source of building cost base rates.				5-1(a), 5-5(a)(i), 5-6(a); 6-1
Provides either the source of the building cost rates or show the steps taken to abstract building costs from local market data. Reconcile to the cost per square foot utilized.					
6.7	Provides a table of base building costs by type and/or style.				5-1(a), 5-5(a)(i), 5-6(a); 6-1
6.8	Provides a list of improved sales utilized in analysis and a separate list of improved sales not utilized in analysis.				5-1(b), 5-4(a), 5-4(c), 5-5(a)(iv), 5-6(a); 6-1
Provides a list of qualified sales and separate list of unqualified sales with their corresponding codes.					

Section 7 – Statistical Analysis, Testing and Quality Control					
7.1	Provides a ratio study using new assessed values.				5-4, 5-7(b); 6-1(b), 6-2(i), 6-2(j), 6-2(m)
7.2	Provides a ratio study using old assessed values.				5-4, 5-7(b); 6-1(b), 6-2(i), 6-2(j), 6-2(m)

Item #	Section 7 - Continued	Page #	Yes	No	USPAP Standard Rule #
7.3	Provides a COD study using new assessed values.				5-4, 5-7(b); 6-1(b), 6-2(i), 6-2(j), 6-2(m)
7.4	Provides a COD study using old assessed values.				5-4, 5-7(b); 6-1(b), 6-2(i), 6-2(j), 6-2(m)
7.5	Provides a PRD study using new assessed values.				5-4, 5-7(b); 6-1(b), 6-2(i), 6-2(j), 6-2(m)
7.6	Provides a PRD study using old assessed values.				5-4, 5-7(b); 6-1(b), 6-2(i), 6-2(j), 6-2(m)
7.7	Provides strata analysis using new assessed values for each strata, if applicable.				5-4, 5-7(b); 6-1(b), 6-2(i), 6-2(j), 6-2(m)
7.8	Provides strata analysis using old assessed values for each strata, if applicable.				5-4, 5-7(b); 6-1(b), 6-2(i), 6-2(j), 6-2(m)

Section 8 – Miscellaneous					
8.1	Provides a copy of contract or in-house work plan.				6-1, 6-2
8.2	Provides a copy of neighborhood map(s) or electronic file with map(s).				5-2(e), 5-2(f); 6-1
8.3	Provides CAMA System codes and tables. Identify and explain any codes that are unique to this municipality.				6-1(b)
8.4	Provides a list of zoning district(s) and corresponding description(s).				5-2(e), 5-2(f); 6-1(b)
8.5	Provides list of unqualified sale codes.				6-1(b), 6-2(j)
8.6	Provides qualifications and DRA certifying documents for each individual listed in the USPAP certification (Line #1.7).				Competency Rule
8.7	Provides a table of definitions. A summary of useful definitions is available from the DRA.				6-1(b)

NOTE: If any item numbers in above sections are checked “NO,” the report is considered non-compliant.

Reviewer’s Conclusion	Yes	No
Report is compliant		

COMMENTS

Comment on all "NO" items and offer any general comments.

Line #	REVIEWER'S COMMENTS

DRA Reviewer:	Click or tap to enter a date.
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