

## **Assessing**

### **Administrative Rule 603.15**

#### **Rev 603.15 Sales Surveys. The contract shall contain criteria for the conduct of sales surveys, as follows:**

- (a) Data on sales shall:
  - (1) Be collected by a real estate appraiser or supervisor; and
  - (2) Not be collected by a building measurer and lister or appraiser trainee;
- (b) To ensure that appraisals will reflect full and true value, the municipality shall provide to the company a copy of all property transfers for a period of 2 years immediately preceding the effective date of the revaluation or update;
- (c) The company shall conduct an analysis of the property transfers in the municipality to determine indications of land, building and total property values;
- (d) The company's sales survey shall be prepared by the real estate appraiser supervisor, pursuant to Rev 603.06 (c)(3);
- (e) The company's sales survey shall:
  - (1) Include a review of all property transfers provided by the municipality to the company;
  - (2) Include a compilation of all property transfers into a sales survey book with appropriate notations for those sales not used in the analysis of indications of value;
  - (3) Be accompanied by:
    - a. A photocopy or printout of the assessment record card for each property transferred; and
    - b. A photograph of the principal buildings shall be attached thereto;
  - (4) Verify the sales price and terms of the sale and include a notation to that effect on the property record card along with the sale price, and date of the sale;
  - (5) Estimate land values, as follows:
    - a. From land only sales whenever possible;
    - b. In the absence of an adequate number of land sales, the appraiser may use the land residual method to assist in the determination of land unit values;

c. The analysis portion of the sales survey shall show the sale price and support adjustments made;

d. The indicated land values shall be shown as, but not limited to:

1. Front or square foot;
2. Front acre;
3. Rear acre units; or
4. Other appropriate units of comparison; and

(f) The completed sales survey shall:

- (1) Show the sales and analysis used to indicate unit values;
- (2) Include maps showing the location of the pertinent sales;
- (3) Be delivered to the assessing officials for approval; and
- (4) Become the property of the municipality at the completion of the revaluation.

Source. #6640, eff 11-27-97

**Rev 603.27 Additional Requirements Applying Only To Contracts For Partial Revaluations. The company shall:**

(a) Appraise all or a specified portion of the taxable property within the taxing jurisdiction of the municipality in accordance with RSA 75:1; and

(b) Appraise and list separately all or a specified portion of the tax exempt and non-taxable property within the taxing jurisdiction of the municipality in accordance with RSA 75:1.

Source. #6640, eff 11-27-97

**Rev 603.28 Additional Requirements Applying Only To Contracts For Updates. The company shall:**

(a) Adjust all taxable property within the taxing jurisdiction of the municipality in accordance with RSA 75:1; and

(b) Adjust and list separately all tax exempt and non-taxable property within the taxing jurisdiction of the municipality in accordance with RSA 75:1.

Source. #6640, eff 11-27-97

