STATE OF NEW HAMPSHIRE
BOARD OF TAX AND LAND APPEALS

In re: City of Nashua

Docket No.: 29261-19RA

JOINT STATEMENT OF THE CITY OF NASHUA AND THE NH DEPARTMENT OF REVENUE ADMINISTRATION

On February 3, 2020, the Board of Tax and Land Appeals (the "Board"), entered an Order directing the city of Nashua (the "city") and the DRA (the "department") to file a joint statement with the board no later than March 4, 2020 advising them whether a ruling on the "city's" December 23, 2019 "Motion for Clarification" is necessary. The city and the department respectfully reports as follows:

1. On January 31, 2020, Vision Government Solutions (the "contractor"), pursuant to RSA 21-J:11, submitted a contract to the department for its review and recommendations. The 2020-22 contract is the result of the board's reassessment order and therefore required approval by the department per Rev. 602.

2. On February 7, 2020, the department issued a letter to the city approving the scope, contents and terms of the contract. The department also confirmed receipt of insurance certificates, as required in Rev 607.01(a) and the performance bond, as required in Rev 607.02.

Exhibit 1 – DRA Approval Letter

3. On February 14, the city's Assessing Department and the contractor's project team drafted and reviewed a data collection manual, which was agreed upon by both parties on February 26, 2020.

Exhibit 2 – Residential data collection manual.

4. The city's Finance Committee reviewed the contract with the contractor on February 19, 2020 and recommended approval by the Board of Aldermen ("BOA"). On February 25, 2020 the BOA voted to approve the contract with the contractor which was executed and signed by both parties.

Exhibit 3- Executed contract

Exhibit 4 – Finance Committee memo

Exhibit 5 - Minutes from the 02/26 BOA

5. The city published notification of a public start-up meeting to be held on March 2, 2020 at 4 pm with the Board of Assessors, NH Department of Revenue, and Vision Government Solutions on the city's website, social media and in the monthly newsletter. See:

https://www.nashuanh.gov/1285/2022-Full-Measure-List-Appraisal-and-Rev

Exhibit 6 - Assessing Monthly Monitor, Newsletter.

6. The city, the contractor and the department held a public meeting with the Board of Assessors and residents on March 2, 2020 where they discussed the project, details of the contract, role of the department and the process of data collection. The city issued a press release which was supplied to the local media.

Exhibit 7 – Vision Government Solutions presentation

Exhibit 8 – Revaluation press release.

7. The contractor's staff and vehicle information has been supplied to the Nashua Police Department for identification. The contractor has been supplied office space within the Assessing Department, access to the Patriot CAMA system, and property cards for the area of the city known as "Ward 1"; which contains 3,489 residential properties and 379 commercial properties. As required by contract, a down payment of $50,000 less 10%

retainage was issued to Vision Government Solutions. Data collection began March 3, 2020.

Accordingly, no further ruling or other action is necessary with respect to the December 23, 2019 Motion for Clarification.

Respectfully submitted,

THE CITY OF NASHUA

By its Attorneys,
Office of Corporation Counsel

Dated: March 4, 2020

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THE STATE OF NEW HAMPSHIRE
Department of Revenue Administration

State of New Hampshire
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Carollynn J. Lear
Assistant Commissioner

MUNICIPAL AND PROPERTY DIVISION
James P. Gerry
Director

Samuel T. Greene
Assistant Director

February 7, 2020

City of Nashua
Attn: Kim Kleiner, Administrative Services Director
229 Main Street
Nashua, NH 03061

Re: 2020-22 Cyclical Revaluation Contract

Dear Ms. Kleiner,

Pursuant to RSA 21-J:11, the Contractor has submitted a contract to the Department (via email attachment on January 31, 2020) for its review and recommendations. The 2020-22 contract is the result of a Board of Tax and Land Appeals (BTLA) Reassessment Order and therefore also requires approval by the Department per Rev. 602.

The 2020-22 contract has been reviewed and the Department has attached a revised version with minor reference corrections. The Department is making no other contract language recommendations. The Department also approves the scope, contents and terms of the contract.

The DRA is also in receipt of insurance certificates, as required in Rev 607.01 (a) and the performance bond, as required in Rev 607.02. The Department suggests that the City require that all insurance and bonding be renewed as necessary; and to remain in force for the balance of the contract term. At present all Department conditions requisite for the signing of the contract by the contracting parties have been satisfied. Please provide renewed insurance and bond certificates when the present ones expire.

If you have any questions, please feel free to contact me at (603) 230-5963 or Samuel.Greene@dra.nh.gov.

Sincerely,

Sam Greene, Assistant Director
Municipal and Property Division

Cc. File

NASHUA NH
2019-2022
REVALUATION
RESIDENTIAL DATA COLLECTION GUIDELINES

The following is a list of the Data Collection Guidelines for the City of Nashua, NH. These guidelines apply to the City of Nashua only. The Patriot Data Collection Manual should be followed for all other areas not covered within these guidelines.

PROPERTY FACTORS:

- **Topography**– Fill in as observed (the majority only)

1	Level
2	Above St
3	Below St
4	Rolling
5	Swampy
6	Wet
7	Steep
8	Ledge
9	Varies

- **Utilities** – Fill in as observed (the majority only)

1	Typical
2	Sewer
3	Public Water
4	None
5	Gas
6	Propane
7	Dug Well
8	Drilled
9	Art Well
10	Community Well
A	Septic
B	Cesspl
C	All

- **Street Conditions** – Fill in as observed (the majority only)

Street Conditions

1	Paved
2	Partial Paved
3	Unpaved
4	Proposed
5	Paper
6	Curbs
7	Sidewalks
8	Typical
9	PV & Lts
A	PV & Lts & Curbs

- **Traffic** – Fill in as observed (the majority only)

1	None
2	Light
3	Typical
4	Medium
5	Heavy

NOTES:

- ***Maintain Assessors Notes*** – New notes should be prefaced with a 2020- Notes should be clean, clear and understandable to anyone reading the card.
- ***Dormers:*** Please note all dormers in size. There will be no reference to "doggie" dormers.
- ***Noteworthy extras:*** Any extra features that would assist in understanding the quality or luxuries the home possesses. These should be substantial. Example: Wine Cellar, Cedar Closets, and Mahogany Library, Walkout Bsmt.
- ***We are not picking up outdoor jacuzzis***

BUILDING PERMITS:

- The City is doing building permits through 4/1/2020
- Vision will be responsible for inspecting and reviewing Permits after 4/1/2020 through 4/1/2022 including rechecks for properties still uc, we will be getting copies of permits for each year, any questions see your crew chief
- Update *% complete* field and *inspection date* every time you are at the property.
- Percent complete is as of April 1st of the given year.
- Fields C/O "c"=closed, "o"=open, "cb"=check back
  once a permit is completed put in C
- Always enter "last visit date" when you are at the property
- Comments put % complete

IMAGES

We are taking one image of each improved Building
If a property has 10 cards on 1 parcel there is an image for 10 buildings.
Try to avoid pictures with people in the photo and cars if possible.

INSPECTIONS

Procedure: Identification badges are to be displayed clearly upon entering a premise. Letter of identification is to be shown to Property Owner. Vests are strongly suggested. You are not allowed in the field without your identification badge.

Field personnel are required to first obtain permission of the property owner by approaching the front door access.

No Interior or Exterior Inspection will be done if the person at home is under the age of 18. Go back another time. If there is a car in the driveway and no one answers the door, you may leave the property and go back again later in the day. (use good judgement)

If the owner refuses access and asks that the data collector to leave the premises, the collector is instructed to leave the premises immediately.

In the event, no one is home an exterior measure and listing would be conducted.

After the (1) visit an inspection letters will be mailed directly to homeowner.

Data Collectors are not to discuss with any property owner or property occupant in the City, the value or assessment of any property they inspect, the property taxes being paid on the property being inspected, or any aspect of the local budget or various City issues or political matters.

DO NOT MEASURE PROPERTIES AT ALL WHEN:

- **No trespassing sign—do not go on the property**
- **Locked gates—do not enter**

Rear fence—do not enter (Only measure the front where you have access and put a note on the card)

VISIT HISTORY TYPE AND VISIT HISTORY CODE

- If there is a new owner, please remember ***DO NOT*** change any owner information. This will be done by an update from the City.

- Visit History – All Visits to a property require a Visit History & Purpose

  DATE- "Date" is the Month, Day and Year the subject property was reviewed.

  RESULT -This code indicates the result of the visit. See Visit History Codes and Description below for visit options.

  BY &NAME - The "By" are the first two characters for the Appraiser, Assessing Staff members or hired representative's initials. (i.e. John Smith= JS) The "Name" indicates the Appraiser, Assessing Staff members or hired representative's initials that reviewed the property file (i.e. John Smith= J Smith)

VISIT HISTORY CODES AND DESCRIPTIONS:

Code	Description	FullDescription
0	Meas+List	Measur+Listed
1	Meas+1 Visit	Measur+1Visit
4	MeasVacant	MeasurVac/Boarded up
5	Meas/UC New	Measur/NewUC Under Construction
7	Meas/Info Dr	Measur/Inf/Dr Info taken at door.
8	Meas/IntREFD	Measur/Int Refusal No information given
9	OwnerRefusal	Measu Estmt Owner non-cooperative In
16	BPclsd no vr	BP CLOSED-NO VISIT REQUIRED
17	Vacant Land	VACANT LAND
18	BP Prop Ins	BP Closed - Property Inspected

REFUSALS & NO TRESPASSING PROPERTIES:

- Please make sure that ***all*** refusals are logged into the Refusal Log.
- **Please fill out Visit History and date of visit**
- Please put down any pertinent info in the note section
- Refusal listings are to be given to the Assessor daily
  Reminder 8 code =Exterior measured, Interior inspection refusal, not allowed
  9 code= Exterior and Interior refusal, not allowed

Please remember just because a homeowner wants an "appointment" or is "too busy at that time" that is not a refusal. A refusal is when they do not want you in the house for an inspection at all.
Use good judgment and be respectful. The Assessor may want to contact these property owners and make other listing arrangements

NASHUA NH
2019-2022 REVALUATION
RESIDENTIAL DATA COLLECTION GUIDELINES

LAND LINES:

In this section check to see that we have the *correct Land Use code.*

Residential Land Use Codes/ Description

Code	Description	Full Description
1401	SFR	SINGLE FAMILY RESIDENCE
0120	PRRESOPN	PR RES OPN xxxxx
0130	P RI RES	PRIMARILYRESIDENTIAL
1011	SFR (NL)	SINGLE FAMILY RESIDENCE No Land
1020	CONDO	CONDO
·1021	CONDO NL	CONDO NO LAND
·1022	CONDEXNLV	CONDEX NO LAND VALUE
1023	CONDEXW/LI	CONDEX W/LIMITED COMMON AREA
1024	CONDONL-T	CONDO NO LAND - TOWNHOUSE
1025	CONDO NL· D	CONDO NO LAND-DETACHED
·1026	CONDO-GARD	CONDO – GARDEN
·1027	CONDO-TOWN	CONDO – TOWNHOUSE
*1028	CONDO-DETA	CONDO – DETACHED, DWELLING UNIT
1029	COMMON LAND	COMMON LAND
Code	Description	Full Description
1030	MANF HOUSING	MANF HOUSING W/LAND
*1031	MANU HOUSING	MANU HOUSING NO LAND
1041	TWO FAM (NL)	TWO FAM (NL) XXXXXX
1050	THREE FAM	THREE FAM xxxxx
1060	ACLNDIMP	ACCESSORY LAND, IMPROVED (SITE)
1090	MULTI HSES	MULTIPLE HOUSES
*1091	MULTI HS NL	MULTIPLE HOUSES (NL)
1240	REC/CONVNT	RECTORY/CONVENT
1300	RESACLNDV	RESIDENTIAL LAND DEVELOPABLE
1310	RESACLNPO	RESIDENTIAL LAND POTENTIALLY DEVELOPABLE
1320	RESACLNUD	RESIDENTIAL LAND UNDEVELOPABLE
1330	CONDO DEV ST	CONDO DEVELOPMENT SITE
1340	DETPONDTAX	TAXABLE DETENTION POND NOT YET ACCEPTED
1401	1 UNIT	1 UNIT (SFR)
1402	2 UNITS	2UNITS
1403	3 UNITS	3 UNITS
1404	4 UNITS	4 UNITS
1491	BSPKWY 1 UNI	BROAD ST PARKWAY 1 UNIT
1492	BSPKWY2UNI	BROAD ST PARKWAY 2 UNITS
1493	BSPKWY3UNI	BROAD ST PARKWAY 3 UNITS
1494	BSPKWY 4UNI	BROAD ST PARKWAY 4 UNITS

Do not touch the land condition factors, if you note something that looks in error, please flag and show supervisor.

EXTERIOR INFORMATION

CONSTRUCTION DETAIL:

- *STYLE TYPE*- Please See the Residential chart below:

01	Ranch
02	Split or Tri level
03	Colonial
04	Cape Cod
05	Bungalow
06	Conventional
07	Modern/Contemporary
08	Raised Ranch
09	Family Flat
10	Duplex
11	Family Conversion
20	Mobile Home
20DW	Mobile Home Double Wide
36	Camp/Cottage
55	Condominium
55T	Condo Townhouse
55G	Condo Garden Style
55 DN	Condo detached no land
55DW	Condo Detached w/land
55 CN	Condex no land
55CW	Condex w/land
63	Antique/Historic
94	Outbuilding
99	Vacant Land

STORY HEIGHT- PLEASE VERIFY

Code	Description
1	1 STORY
2	2 STORIES
3	3 STORIES
4	4 STORIES
5	5 STORIES
6	6 STORIES
7	7 STORIES
8	8 STORIES
11	11 STORIES
13	13 STORIES
14	14 STORIES
16	16STORIES
17	17 STORIES
IA	1 STY W/ ATTIC
IH	1.5 STORIES
1T	1.75 STORIES
2A	2 STORIES AT
2H	2.5 STORIES
2T	2.75 STORIES
3H	3.5 STORIES
3T	3/75 STORIES
4T	4.75 STORIES

- ***LIVING UNITS***

  OCCUPANCY- Please enter number of living units make sure this coincides with your Land Use codes. Example: Occupancy 2 for Single family with Accessory apt.

- ***FOUNDATION TYPE***

CONCRETE	PIERS
CONCRETE BLOCK	SLAB
MASONRY	CRAWL
BRICK/ STONE	
RAILS/I BEAMS	

- ***FRAMETYPE***

WOOD	FIREPROOF STEEL
STEEL	TYPICAL
CONCRETE	OTHER
POST AND BEAM (BARN)	

- ***PRIMARY & SECONDARY EXTERIOR WALL TYPE***

01	Wood Shingle	15	Average
02	Clapboard	16	Stone Veneer
03	Aluminum	17	Shakes
04	Vinyl	18	Corregated Steel
05	Asbestos	19	Texture 111
06	Stucco	20	Composition Clapboard
07	Brick	21	Concrete Block
08	Brick Veneer	22	Steel
09	Stone	23	Glass
10	Logs	24	Reinforced Concrete
11	Asphalt	25	Concrete Panel
12	Board & Batting	26	Wood
13	Below Average	27	Masonite
14	Above Average	28	Cement Clapboard
		30	Minimum

- ***ROOF STRUCTURE –ROOF COVER***

	Roof Structure		Roof Cover
01	Gable	01	Asphalt/FG Shingle
02	Hip	02	Slate
03	Gambrel	03	Asbestos
04	Flat	04	Tar & Gravel
05	Mansard	05	Tile
06	Salt Box	06	Wood Shingle
07	Shed	07	Average
08	Irregular	08	Above Average
09	Standard	09	Metal low quality
10	Dome	10	Rolled
11	Other	11	Membrane
12	Bow	12	Other
13	Sawtooth	13	Metal- Good
14	Concrete	14	Metal- Average

1.: Flat Roof - A roof having a slope just sufficient enough to provide water drainage

2. Shed Roof - A sloping roof with a more noticeable slope than the Flat Roof.
3. Gable Roof - A ridge roof, the ends of which form a gable.
4. Hip - is a type of roof where all sides slope downwards to the walls, usually with a fairly gentle slope.
5. Saltbox - Refers to a Roof Structure unique to New England. The structure is essentially a gable roof, but the rear plane is much larger than the front plane.
6. Mansard -A roof with two slopes or pitches on each of the four sides, the lower slopes steeper than the upper.
7. Gambrel - A ridge roof, barnlike, the ends of which form a gable.
8. Arched - A bonnet roof with the lower slopes at a lower pitch.

- *COLOR* – Color of house

- *GRADE*- Do not worry about these fields. They will be done on Field Review.

- *INTERIOR INFORMATION*

- *PRIMARY &SECONDARY INTERIOR WALL*

Code	Description
1	DRYWALL
10	NONE
11	CONCR
2	PLASTER
3	OTHER
4	SOLID WOOD
5	MINIMUM
6	AVERAGE
7	ABOVE AVG
8	PLYWOPANL
9	ORNATE

PRIMARY &SECONDARY FLOOR TYPE:

Code	Description	Full Description
1	PLYWOOD	PLYWOOD
2	SOFTWOOD	FLOOR FINISH OF PINE OR OTHER SOFT WOOD.GENERALLY WIDER STRIPS THAN HARD WOOD.
3	HARDWOOD	STRIP FLOORING OF ANY ONE OF SEVERAL HARDWOODS LAID USUALLYOVER A SUBFLOORING. STRIPS GENERALLY NARROWER THAN SOFTWOOD FLOORING.
4	CARPET	CARPET
5	LINONINYL	VARIOUS TILES LAID OVER WOOD OR CONCRETE FLOORS WITH ADHESIVE.
6	CERAMIC TL	CERAMIC TL
10	PARQUET	PARQUET
11	MASONRY	MASONRY
12	CONCRETE	SMOOTH TROWLED ON GRADE CONCRETE.
13	EARTH	NO FLOOR
14	ASPHL TILE	ASPHL TILE
15	CARPET	THIS IS WALL-TO-WALL CARPETING IN ALL OR SOME MAJOR AREAS OF THE HOUSE. THE CARPET IS FASTENED TO THE FLOOR EITHER DIRECTLY OR OVER A CARPET PAD.
16	MARBLE	MARBLE
17	FAKE	FAKE
18	LAMINATE	LAMINATE
19	SLATE	SLATE
20	CORK	CORK
23	PRTLEARTH	PRTL EARTH

- *BSMT FLOOR–* Concrete or Earth

- *BSMT GARAGE* – Sketch

- *ELECTRIC*

EXTENSIVE	BELOW AVERAGE
GOOD	MINIMAL
TYPICAL	NONE

- *INSULATION*

NONE	FAIR
TYPCAL	MINIMAL
EXTENSIVE	

- *INTERIOR VS EXTERIOR*

SAME	
BETTER	
WORSE	

- *HEATING FUEL / TYPE*

  These three elements (Heat Fuel, Heat Type and % Heated) are to be used with one possible entry from several available codes. In those instances where a structure contains two Heating Systems, as in a duplex or flat, the Heating System that is most predominate or efficient should be selected first. If there is a secondary heat type it can be entered in the Second Heat Type section.

Code	Description
1	OIL
10	GEOTHERMAL
2	GAS
3	ELECTRIC
4	SOLAR
5	NONE
6	WOOD
7	COAL
8	TYPICAL
9	WOOD/COMBO

- ***HEATING TYPE:***

Code	Description	Full Description
1	FORCED H/A	DUCTED HOT-AIR SYSTEM WITH FAN FORCING AIR. SMALLER DUCTS CAN BE USED ANO RUN HORIZONTALLY AS WELL AS VERTICALLY.
10	NOT DUCTED	REFERS TO GRAVITY HOT-AIR DUCTED HEATING SYSTEM AND SHOULD BE USED FOR SUCH SYSTEMS, WHERE APPLICABLE.
11	WALL UNIT	FURNACE MOUNTED TO, OR RECESSED IN A WALL
12	FLOOR FURN	
13	RADIANT ELEC	HEATING ELEMENTS OR PANELS EMBEDDED IN FLOORS, WALLS AND CEILING ARE HEATED DIRECTLY BY ELECTRICITY. HEATING IS MOSTLY BY RADIATION.
14	HEAT PUMP	
2	GRAVITYH/A	
3	FORCED H/W	
4	RADIANTH/W	USUALLY BUILT INTO FLOOR SLAB
5	STEAM	SIMILAR TO HOT WATER EXCEPT STEAM GENERATED IN A BOILER, RISES AND EXPANDS THROUGH PIPES INTO RADIATORS WHERE HEATING OCCURS BY RADIATON ANO CONVECTION
6	ELECTRIC	
7	UNIT HTRS	
8	NONE	

- **% HEATED - Verify**

- **AIR CONDITIONING**

- Conditioned box as 100 (%). Air conditioning can be less than 100 % with mini units or split mini units. (Mini splits estimate the percentage of the building ie. 25, 50 , 75, 100%) Central Air Conditioning system with ducts will be entered in the% Air

- **SOLAR HOT WATER–List in Yard Items**

- *BATH FEATURES*- Full bathrooms will have toilet, sink, shower and/or tub (3 fixtures).
- Half bath will have two fixtures.
- Extra fixtures, single extra fixture ie. Sink in bsmt.
- ¾ Bath – we are not utilizing this code – put all 3 fixture baths as a full bath

BATH RATING CODE AND DESCRIPTION

Code	Description
A	AVERAGE
D	DILAPITATED
E	EXCELLENT
F	FAIR
G	GOOD
N	NONE
P	POOR
V	VERY GOOD

KITCHENS

This field is a required entry. If a property has a second kitchen of different quality it may be listed in the A Kits (ADDITIONAL)with the corresponding code.

KITCHEN RATING CODE AND DESCRIPTION

Code	Description
A	AVERAGE
D	DILAPITATED
E	EXCELLENT
F	FAIR
G	GOOD
IL	INLAW
N	NONE
P	POOR
V	VERY GOOD

CONDO INFORMATION - Verify

DEPRECIATION: Quality/Condition of Building

- Please enter the overall condition in relation to the age of the home.
- **The code is alpha**

AV	Average	Typical condition for the actual age of the property
DL	Dilapitated	Dilapitaed / Tear Down
EX	Excellent	Renovation - Complete
FR	Fair	Some deferred maintenance
GD	Good	Renovation - Moderate
PR	Poor	Overall deferred maintanance
VP	Very Poor	Property in disrepair interior and exterior extensive damage
VG	Very Good	Renovation-Above Average

If a property has been completely gutted to the base structure, please put in the Comments – 2020 complete gut and rehab

Functional & Economic Obs – leave as is, verify reason exsists if possible, if no longer exsists flag card for field reviewers to review for removal

Special Obs – Data collectors only use for new construction% complete ifless than 100, otherwise leave as is for field reviewers.

COMMENTS- Leave current comments, Any new comments preface with current year
Summarize any new value changes ie. 2020- Changed from 1 full bath to 2
2020 – new addition added to sketch 16x20
This is your notes section to address any special features

***TOTAL ROOMS*- The total number of rooms** (except bathrooms) above Grade level will be included in the Room Count.

***BEDROOMS*-** Please include above grade bedrooms only**GENERAL INFORMATION:**

- If you are picking up an outbuilding for the first time use current year as year built.
- Rounding 6 inches and below round down
- Price foundations at $10,000 each
- Fireplaces go in the Special Feature/Yard item section, non functional fireplaces @ 50% condition
- If air conditioning ask if Central, heat pump or zone type and put in comments section
- Overhangs less than 2 ft use 1 ft
- Free standing deck as WDK
- Vestibules in office, retail, industrial, educational, religious (churches), ect. Sketch building area as VST.

SKETCH:

- Please measure and verify all dwellings and outbuildings. Make all corrections **neat and clean**. Make sure all sketches and area codes match the homes story height.
- All dwelling story heights are to be broken out.
- *CTH*- Cathedral area is to be sketched out as CTH
- All curves and angles are to be measured and sketched, with exception of bay windows- this will mostly be found on C&I properties but be aware on the residential class of properties, also if a house is area coded it should be fully sketched., any questions see your crew chief

SUB AREA CODES:

Code	Description	Full Description
AOF	OFFICE AVG	
APT	APARTMENT	
ATC	ATTIC FIN	FINISHED ATT JC -A HIGH-PITCHED ATTIC ROOF GENERALLY FOUND ON CAPE STYLE HOMES. QUALITY OF INTERIOR FINISHED NEARLY EQUAL OR EQUAL TO MAIN FLOOR LIVING AREA MAY OR MAY NOT HAVE DORMER COVERAGE NOT EXCEEDING 25% OF TOTAL ROOF AREA. USABLE FLOOR SPACE EQUALS 30-50% DUE TO ROOFLINE CONSTRAINTS-
BGR	BMTGARAGE	BASEMENT GARAGE
BLK	BULKHEAD	
BMT	BASEMENT	UNFINISHED BASEMENT - BELOW GRADE UNFINISHED AREA, COMMONLY KNOWN AS A CELLAR-
CON	CANOPYDET	
CLP	LOADGP/FIN	FINISHED LOADING PLATFORM
CNP	CANOPY	CANOPY- ROOF STRUCTURE WITH NO FINISHED FLOORS OR WALLS - OLD CAN
CPT	CARPORT	
CTH	CATHEDRAL	CATHEDRAL CEILING
DMR	DORMER	
EAF	EVS/ATC FIN	EAVES/ATC FIN-ACCESS VIAPERMANET STAIRWAY, LOW PITCHED ROOF; QUALITY OF FINISH LESS THAN MAIN LIVING AREA. GENERALLY FOUND ON THIRD FLOOR LEVEL-SMALLER-
EAU	UNFATTIC EX	UNFINISHED ATTIC EXPANSION• SAME AS EAF EXCEPT NO INTERIOR FINISH
EFP	ENCL PORCH	FINISHED ENCLOSED PORCH - TYPICALLY UNINSULATD AND UNHEATED OR MARGINALLY HEATED. SEASONAL LIVING AREA WITH FINISHED FLOOR, WALLS. CEILIN, HEAT
FBM	FINISHED BMT	FINISHED **BASEMENT**- BELOW GRADE LEVEL WHICH MUST MEET AT LEST THREE OF THE FOUR FOLLOWING CRITERIA: FINISHED FLOOR, WALLS, CEILING. HEAT
FCB	CABANA ENC	FINISHED ENCLOSED CABANA
FCP	CARPORT FIN	FINISHED CARPORT- ROOF TYPE STRUCTURE LARGE ENOUGH TO COVER AN AUTOMOBILE. GENERALLY TWO WALLS OR MORE EXPOSED TO WEATHER
FDC	CARPORTDET	
FFL	FIRST FLR	FINISHED FIRST FLOOR- FIRST OR PRIMARY FLOOR, HEATED FINISHED LIVING AREA
FRB	FINRSDBM	FINISHED RAISED BASEMENT •
FSP	FINSCRPRCH	FINISHED SCREEN PORCH
FST	FIN UTILITY	FINISHED UTILITY/STORAGE- LOW QUALITY STORAGE AREA WITH FINISHED INTERIOR (NOT COMMON)
FTH	FOURTH FLR	FOURTH FLOOR
GAR	GARAGE	GARAGE- STRUCTURE LARGE ENOUGH FOR AUTOMOBILE STORAGE

Code	Description	Full Description
HST	HALF STORY	FINISHED HALF STORY- AN UPPER LEVEL STORY WITH 50-70% OF THE FLOOR AREA AVAILABLE DUE TO ROOF LINE CONSTRAITS. ON A CONVENTIONAL STYLE, THE ROOF EAVES ARE TYPICALLY CUT AT THE MIO-HEIGHT OF THE WINDOW. ON CAPE STYLE, TYPICALLY AND EAF WITH DORMER COVERAGE GREATER THAN 25% AND NOT EXCEEDING 50%
GRN	GREENHOUSE	
LDK	LOADING DOCK	
LLV	LOWER LEVEL	SEMI FINISHED BAS- PERHAPS A MISNOMER. BUT UTILIZED FOR FINISHED LIVING AREA THAT IS PARTICALLY BELOW GRADE. UTILIZED FOR FINISHED LOWER LEVEL ON RAISED RANCHES ANO SPLIT LEVELS
MEZ	FIN MEZNINE	FINISHED MEZZANINE
MZZ	UNF MEZNINE	UNFINISHED MEZZANINE
OFP	OPENFRMPRC	FINISHED OPEN PORCH-A ROOF STRUCTURE WITH FLOORS WITH AT LEAST ONE OF ITS SIDES EXPOSED TO THE WEATHER
OSP	OPN SCN PRCH	FINISHED SCREEN PORCH -
PAT	PATIO	PATIO- MASONRY FLOOR TYPICALLY OF CONCRETE OR BRICK (
SDA	STORE DSPLY	STORE DISPLAY AREA
SFB	S FIN BAS	USE LLV – SFB NOT USED
SFL	SECOND FLR	FINISHED SECOND FLOOR- UPPER FLOOR LEVEL LIVING SPACE WITH FULL CEILING HEIGHT AND FINISHED INTERIOR - OLD FUS
SPA	SERVICE PROD	SERVICE PRODUCTION AREA
STG	STORAGE	UNFINISHED UTILITY/STORAGE - UNFINISHED AREA UTILIZED FOR STORAGE-
STP	STOOP	STOOP- AN OPEN PAD TYPICALLY STONE OR CONCRETE WITH NO ROOF,
TFL	THIRD FLR	THIRD FLOOR
TQS	3/4 STORY	FINISHED UPPER LEVEL LIVING AREA WITH 79-90% OF THE FLOOR AREA AVAILABLE DUE TO ROOF LINE CONSTRAINTS. USE ON CAPES THAT HAVE GREATER THAN 50% DORMER COVERAGE, OR CONVENTIONAL STYLE WHERE EAVES CUT WINDOW ABOVE THE MID-POINT HEIGHT
UAT	UNFATC	UNFINISHED ATTIC- SAME AS ATC EXCEPT THAT INTERIOR IS UNFINISHED. AGAIN, MUST HAVE PERMANENT STAIRWAY, OR ELSE DO NOT LIST
UCN	POOR CANOPY	

UCP	CARPORTUNF	UNFINISHED CARPORT
UDC	CARPORT UD	UNFINSHED DETACHED CARPORT
UEP	UNF ENC PRCH	UNFINISHED ENCLOSED PORCH- STRUCTURE THAT IS TIGHT TO THE WEATHER, HOWEVER, HAVING NO INTERIOR FINISH
UFF	UNF FIRST FL	UNFINISHED FIRST FLOOR
UFL	UPPER FLOOR	FLOORS ABOVE FOUR
UGR	UNFGARAGE	UNFINISHED GARAGE (UNDERGROUND GARAGE) - STRUCTURE LARGE ENOUGH TO HOUSE AUTOMOBILE WITH INTERIOR FRAMING EXPOSED. (ON CERTAIN PROJECTS USED ON ALL GARAGES BELOW GROUND LEVEL)
UHS	UNFHST	UNFINISHED HALF STORY- SAME AS HST, EXCEPT INTERIOR UNFINISHED
ULP	LOADG P/UNF	UNFINISHED LOADING PLATFORM
UOP	OPEN PRCH UN	UNFINISHED OPEN PORCH
UQS	UNFTQS	UNFINISHED TQS
URB	UNF RSD BM	UNFINISHED RAISED BASEMENT- UTILIZED FOR THOSE BASEMENTS THAT ARE ONLY PARTICALLY BELOW GRADE YET STILL UNFINISHED . COMMONLY FOUND ON RAISED RANCH/SPLIT ENTRY AND SPLIT LEVEL TYPE HOMES
USP	UNF SCR PRCH	UNFINISHED SCREEN PORCH
UUS	UNFUPSTRY	UNFINISHED UPPER STORY
VST	VESTIBULE	VESTIBULE
WDK	WOODDECK	AN OPEN FLOOR WITH NO ROOF, USUALLY WOOD
WOF	WHSE OFFICE	WHAREHOUSE OFFICE SECTION

SPECIAL FEATURES/YARD ITEMS

- See attached table for codes.
- ***Verify or fill in Quality***

A	Average
D	Very Poor
E	Excellent
F	Fair
G	Good
P	Poor
V	Very Good

- ***Verify or fill in Condition***

AV	Average
DL	Delapitalted
EX	Excellent
FR	Fair
GD	Good
PR	Poor
VG	Very Good
VP	Very Poor

- Year leave as is, Use given year if picking up new.

Code	Description	Full Description
A/C	AIR CONDITIO	AIR CONDITIONING
ATM1	AUTOMATED TE	AUTOMATED TELLER
BHS1	COMMBTHHSE	COMM 8TH HSE AVE
BHS2	COMMBTHHSE	COMM 8TH HSE GOOD
SHS3	COMMBTHHSE	COMM BTH HSE POOR
BIN1	BINS	BINS
BIN2	AGRICULTURAL	AGRICULTURAL
BOX	SAFE DEPOSIT	SAFE DEPOSIT BOX
BRN1	BARN-1.0S	BARN - 1.0 STORY
SRN2	1.0STYW/BS	1.0 STY W/BSMT
BRN3	1.0W/LOFT	1.0W/LOFT
BRN4	1.0W/B & L	1.0W/B & L
BRN5	2.0STORY	2.0STORY
BRN6	2.0W/BSMT	2.0W/BSMT
BRN7	TOBACCO BARN	TOBACCO BARN
BRN8	POLE BARN	POLE BARN
BTH1	BATH HOUSE/C	BATH HOUSE/CABANA
BTH2	W/PLUMBING	W/PLUMBING
CAB	CABANA	POOL CABANA
CAB1	CABIN-MINIMA	CABIN-MINIMAL FINISH
CAB2	W/PLUMBING E	CABIN W/PLUMBING ETC
CENT	CENTRALVAC	CENTRAL VACUUM
CLN	CLEAN ROOMS	CLEAN ROOMS
CLR1	COOLER	COOLER
CLR2	FREEZER TEMP	FREEZER TEMPS
CNP1	CANOPY-AVG	CANOPY-AVG
CNP2	GOOD QUALITY	CANOPY GOOD QUALITY
CPD	CONDOPADSI	CONDO PAD SITE
CPDR	RES CONDO SI	RES CONDO SITE
CRN	CORN CRIB	CORN CRIS
CT1	CELL TWR P	CELL TWR - PRIMARY- ONE ARRAY

Code	Description	Full Description
CT2	ADDITIONAL ARRAY	ADDITIONAL ARRAY
CT3	CELLULRTWR	CELLULR 1WR 100-125'
CT4	CELLULRTWR	CELLULR 1WR 50-99'
CTRF	CELL TWRRF	CELL TOWER ROOF MOUNTED
CiWP	CELL TWRWP	CELL TOWER WHIP
CWPD	CW PAD SITE	COBURN WOODS PAD SITE USING RENT
DCK1	DOCKS-RES TY	DOCKS-RES TYPE
DCK2	COM TYPE	COM TYPE
DCPD	DEERWOOD PAD	DEERWOOD PAD SITE
DNT1	DRIVE-IN THE	DRIVE-IN THEATRE
ONT2	DRIVE-IN THE	DRIVE-IN THEATRE
DRMR	DORMER	DORMER
DUW1	DRIVE-UP WIN	DRIVE-UP WINDOW
DUW2	WIDE BAY	DRIVE UP WINDOW WIDE BAY
DUW3	W/PNEUTUBE	CRIVE UP WINDOW W/PNEU TUBE
DUW4	W/REMSCR&	DRIVE UP WINDOW W/REM SCR & TUBE
EFP	ENC PORCH	ENCIOSED FRAME PORCH
ELE1	ELEVFRTELE	ELEV FRT ELEC. CAP LB
ELE2	ELEVFRTHYO	ELEV FRT HYO-CAP LB
ELE3	ELEV PASS EL	ELEV PASS ELEC P/STP
ELE4	ELEV PASS HY	ELEV PASS HYO P/STP
ELE5	ELEV HANDI-L	ELEV HANOI-LIFT 1 ST
ESC1	ESCALATOR.PE	ESCALATOR.PER FT RIS
FCP	CARPORT	CARPORT
FES	FIRE ESCAPE	FIRE ESCAPE
FFUP	FOUNOATIONIF	FOUNDATION/FRAMED
FGR1	GARAGE-AVE	GARAGE-AVE
FGR2	GARAGE-GOOD	GARAGE-GOOD
FGR3	GARAGE.POOR	GARAGE-POOR
FGR.4	W/LOFT-AVG	W/LOFT-AVG
FGR5	W/LOFTGOOD	W/LOFTGOOD
FGR6	W/LOFT-POOR	W/LOFT-POOR
FGR7	PARKING GARA	PARKING GARAGE
FGRC	CONDO GARAGE	EXTRA SPACE IN PARKING GARAGE
FLU1	FLUE-CONCRET	FLUE-CONCRETE BLOCK
FLU2	BRICK	BRICK
FN1	FENCE-4' CHA	FENCE-4' CHAIN
FN10	W/OTOPRAIL	W/0 TOP RAIL-10'
FN2	FENCE-5' CHA	FENCE-5'CHAIN
FN3	FENCE-6' CHA	FENCE-6' CHAIN
FN4	FENCE-8' CHA	FENCE-8' CHAIN
FN5	FENCE-10' CH	FENCE-10' CHAIN
FN6	W/OTOPRAIL	W/0 TOP RAIL-4'
FN7	W/OTOPRAIL	W/0 TOP RAIL-5'
FN8	W/OTOPRAIL	W/0 TOP RAIL-6'
FN9	W/OTOPRAIL	W/0 TOP RAIL-8'
FND	FOUNDATION	FOUNDATION
FNDC	FOUND COM	FOUNDATION COMMERCIAL
FNDT	FOUNDATION	FOUNDATION
FOP	SCREEN HOUSE	SCREEN HOUSE

FPL	FIREPLACE	FIREPLACE
FPL1	FIREPLACE 1	FIREPLACE 1 STY CHIM
FPL2	1.5STORY CH	1.5 STORY CHIM
FPL3	2STORYCHIM	2STORVCHIM
FPLG	FIREPLACE-GA	FIREPLACE-GAS
FPO	EXTRA FPL OP	EXTRA FPL OPENING
FSP	SCRPORCH	SCREEN PORCH
GAZ	GAZEBO	GAZEBO
GEN	GENERATOR	GENERATOR
GENC	GENERATORC	GENERATOR COMMERCIAL
GIR1	GIRDERS LT 1	GIRDERS LT 12"
GIR2	GIRDERS 13"•	GIRDERS 13"-18"
GIR3	GIRDERS 19"•	GIRDERS 19"-24"
GIR4	GIRDERS OVER	GIRDERS OVER 24"
GLF1	GLFCRSHOLE	GLF CRS HOLE - EX
GLF2	GLFCRSHOLE	GLF CRS HOLE - GD
GRN1	GREEN HOUSE-	GREEN HOUSE-RES
GRN2	COMMERCIAL G	COMMERCAL GLASS
GRN3	COMMERCIAL P	COMMERCIAL PLASTIC
HCL1	HANDICAP LIF	HANDICAP LIFT 1 STY
HCL2	HANDICAP LIF	HANDICAP LIFT 2 STY
HEAR	HEARTH	HEARTH
HG1	HDNGRNPAD1	HAYDEN GREEN PAD SITE 1 FREE STANDING
HG2	HDNGRNPA02	HAYDEN GREEN PAD SITE 2 TOWNHOUSE
HG3	HDNGRNPA03	HAYDEN GREEN PAD SITE 3 MULTI UNIT
HOG	HOG HOUSE	HOG HOUSE
HOT-	HOT TUB	HOT TUB
HRTH	HEARTH	HEARTH
HTUB	HOT TUB	HOT TUB
IMP	IMPLEMENT SH	IMPLEMENT
JACZ	JACUZZI	JACUZZI
KAPD	KNIGHTS BR	KNIGHTS BRIDGE PAD SITE
KEN1	KENNEL-AVG	KENNEL-AVG
KEN2	KENNEL-GOOD	KENNEL-GOOD
KIT	IN-LAW KITCH	IN-LAW KITCHEN
KSK1	KIOSK-SERV S	KIOSK-SERV STA
KSK2	PHOTO BOOTH	PHOTO BOOTH
LOK	LOADING DOCK	LOADING DOCK
LDL1	LOAD LEVELER	LOAD LEVELERS
LDI2	W/MANFLIPO	W/MAN FLIP OUT
LFT1	LIFT-LIGHT	LIFT-LIGHT
LFT2	LIFT-HEAVY	LIFT-HEAVY
LNT	LEAN-TO	LEAN-TO
LT1	LIGHTS-IN W/	LIGHTS-IN W/POLE
LT10	W/DOUBLELIG	WDOUBLE LIGHTS
LT11	W/TRIPLE LIG	W/TRIPLE LIGHTS

LT12	W/FOUR LIGHT	W/FOUR LIGHTS
LT2	W/DOUBLE LIG	W/DOUBLE LIGHTS
LT3	WfTRIPLE LIG	W/TRIPLE LIGHTS
LT4	W/FOUR LIGHT	W/FOUR LIGHTS
LT5	MERC VAP/FLU	MERC VAP/FLU W/POLE
LT6	W/DOUBLE LIG	W/DOUBLE LIGHTS
LT7	W/TRIPLE LIG	W/TRIPLELIGHTS
LTB	W/FOUR LIGHT	W/FOUR LIGHTS
LT9	HGH PRE-DOD	HGH PRE-SOD W/POLE
MEZ1	MEZZANINE-UN	MEZZANINE-UNFINISHED
MEZ2	MEZZANINE-FIN	MEZZANINE-FINISHED
MEZ3	W/PARTITIONS	W/PARTITIONS
MISC	MISC FEATURE	MISC FEATURE
MLK	MILK HOUSE	MILK HOUSE
MN	MANUAL	MANUAL
MPD	MILLSTN PAD	MILLSTONE PAD SITE
MPD1	MILLSTN PAD1	MILLSTONE PAD SITE PURCHASED
NDP	NITE DEPOSIT	NIGHT DEPOSIT
OBFN	OUTBLDGAN	OUTBLDGE FIN INT
OPF	OPEN PORCH	OPEN FRAME PORCH
PAT1	PATIO-AVG	PATIO-AVG
PAT2	PATIO-GOOD	PATIO-GOOD
PAV1	PAVING-ASPHA	PAVING-ASPHALT
PAV2	PAVING-CONCR	PAVING-CONCRETE
PCT	PADDLEBALL C	PACDLEBALL COURT
PDK	POOL DECK	POOL DECK
PLT1	POULTRY HOUS	POULTRY HOUSE-1 STY
PLT2	POULTRY HOUS	POULTRY HOUSE-2 STY
PLT3	POULTRY HOUS	POULTRY HOUSE-3 STY
PMP1	PUMPS-SINGLE	PUMPS-SINGLE HSE
PMP2	W/BLENDING	W/BLENDING
PMP3	Electronic P	Electronic Pump
PMP4	Double Hose	DOUBLE HOSE
PMP5	W/Blending	W/BLENDING
PMP6	ELECTRONIC P	ELECTRONIC PUMP
PMP7	3HOSE	3HOSE
PMP8	6HOSE	6HOSE
PSPD	Presoott Sq	Prescot1 Square
RAR	RIDING ARENA	RIDING ARENA
RCL	ROOT CELLAR	ROOT CELLAR
RETW	RETAIN WALL	RETAINING WALL
ROW	RT OF WAY	UTILITY RIGHT OF WAY
RQT	RAQUETBALL	RAQUETBALL COURT
RRMB	RECROOMB	REC ROOM B GRADE
RRMC	RECROOMC	REC ROOM C GRADE
RRR	RAILROAD SPU	RAILROAD SPURS
RT1	RADIOTOWER	RADIO TOWER 150' +

RT2	RADIOTOWER	RADIO TOWER 125-150'
RT3	RADIOTOWER	RADIO TOWER 100-125'
RT4	RADIOTOWER	RADIO TOWER 50-99'
RT5	RAOIOTOWER	RADIO TOWER - AM
SAU	SAUNA	SAUNA
SCL1	SCALES-ME CHA	SCALES-MECHANICAL
SCL2	SCALES-ELECT	SCALES-ELECTRONIC
SGN1	SIGN-1 SIDE	SIGN-1 SIDEW/M
SGN2	DOUBLE SIDED	DOUBLE SIOEO W/M
SGN3	W/INT LIGHTS	W/INT LIGHTS
SGN4	W/MOTOR&LI	W/MOTOR & LIGHTS
SHD1	SHED FRAME	SHED FRAME
SH02	W/LIGHTSETC	SHED WA.IGHTS ETC
SHD3	METAi.	SHED METAL
SH04	CONCRETE UTI	SHED CONCRETE UTILITY
SH05	PLASTIC	PLASTIC SHEDS
SHED	SHED	SHED
SHP1	WORKSHOPAV	WORK SHOP AVE
SHP2	WORKSHOP GD	WORK SHOP GOOD
SHP3	WORKSHOP PR	WORK SHOP POOR
SHP4	W/IMPROV AVG	WIIMPROVAVG
SHP5	W/IMPROVGD	WIIMPROV GOOD
SHP6	W/IMPROVPR	WIIMPROV POOR
SLO1	SILO-WDORC	SILO-WD OR CNC STAVE
SL02	PORCELAN	PORCELAN
SLO3	CONCRETE TRE	CONCRETE TRENCH
SLR1	SOLAR HEATS	SOLAR HEAT SYSTEM
SLR2	SOLARHOTWA	SOLAR HOT WATER SYST
SLR3	SOLAR HEAT&	SOLAR HEAT & WATER
SLR4	PASSIVE SOLA	PASSIVE SOLAR GOOD
SLR5	PASSIVE SOLA	PASSIVE SOLAR FAIR
SLR6	SOLARELEC	SOLAR VOLTAIC
SNA	SAUNA	SAUNA
SPL1	POOL.-INGROUND CONC	POOL –INGROUND CONCRETE
SPL2	ING POOL VINYL PLASTIC	VINYL PLASTIC
SPL3	ING POOL GUNITE	GUNITE
SPL4	POOL ABOVE GR ROU	ABOVE GR ROUND
SPL5	POOL OVAL	OVAL ABVE GROUND
SPL6	POOL RECTANGULAR	RECTANGULAR ABOVE GROUND
SPR1	SPRINKLERS-W	SPRINKLERS-WET/EXP
SPR2	WET/CONCEALE	WET/CONCEALED
SPR3	DRY	DRY
ST1	MOBILEHOME	MOBILE HOME SITE 1
ST2	MOBILE HOME	MOBILE HOME SITE 2
ST3	MOBILE HOME	MOBILEHOME SITE 3
STB1	STABLE	STABLE
STB2	W/IMPROVEMEN	W/IMPROVEMENTS
STK1	CHIMNEY STAG	CHIMNEY STACK BRICK
STK2	CHIMNEY STAG	CHIMNEY STACK MTL
TEN	TENNIS COURT	TENNIS COURT
TNK1	TANK-UNDERGR	TANK-UNDERGROUNO
TNK2	3,000-10,000	3,000-10,000 GAL

TNK3	GT-10,000	GT-10,000
TNK4	COMPRESSED A	COMPRESSED AIR
TNK5	ELEVATED TAN	ELEVATED TANK
TNK6	OVER 1MGAU	OVER 1M GAU PER GAL
TOT	TOTALIZER	TOTALIZER
TPD1	TOWERPAD1	TOWER PAD 1
TPD2	TOWERPAD2	TOWERPAD2
UTC	UT CONDUIT	UTILITY CONDUT
UTIL	UTILITY	UTILITY VALUE
UTPL	UTILITY POLE	UTILITY POLES
VLT1	VAULT-AVG	VAULT-AVG
VLT2	VAULT-GOOD	VAULT-GOOD
VLT3	VAULT-EXCELL	VAULT-EXCELLENT
VLT4	VAULT-POOR	VAULT-POOR
VMPD	VMFPAD SITE	VILLAGE AT MINEFALLS PAD SITE
VST	VESTIBULE	VESTIBULE
WOK	WOOD DECK	WOOOOECK
WHL	WHIRPOOL	WHIRPOOL
WND	WIND TURBINE	WIND TURBINE

PHOTOS:

- We are taking a picture per card excluding vacants. The photo is to be ¾ shot, without vehicle(s) and people if possible, straight and have good exposure.

BARNS & GREENHOUSES

Attached barns and green houses **WILLNOT**be included on sketches. List in yard items note if it is attached to the main Structure. Be aware of custom barns and make sure you are using the appropriate outbuilding codes.

PORCHES

Use sub area code **EFP** on all enclosed porches. Use **OFP** on all open porches use **OSP** for screened porches

PATIOS

Sketch all attached patios larger than 30 square feet and code as **PAT**

- **All detached patios larger than 30 square feet will be listed in the outbuilding section.**
- ***Above Ground Pools will be listed in the Yard Items.***
- ***Do not list plastic sheds.***

General Notes.

Any comments the owner makes regarding the condition or construction of the building should be noted. Interior condition will be noted, along with any other features which may affect value. Note if wet basement, any sump pumps, etc. **Note any layout or design deficiencies. Also note** if there is a view, ROW, topo problem, easement, etc.

If property has a view please describe in the note section

After the initial visit if interior inspection not done VGSI will mail a letter to the property owner to set up an interior inspection.
Appointments will be made available days, evenings and Saturdays.

All work is to kept in MBL Order, Seperating vacant and listed cards from properties needing an appointment letter.

CYCLICAL REVALUATION CONTRACT
BTLA REASSESSMENT ORDER

SUBJECT: "CYCLICAL REVALUATION" means the revaluation of all taxable and non-taxable properties in a Municipality, combining a complete measure and listing of all taxable and nontaxable properties over time, excluding utilities except for land, and updating an establishment of the new base year, to arrive at full and true value as of April 1.

The City of Nashua, NH, a municipal corporation organized and existing under the laws of the State of New Hampshire, hereinafter called Municipality; and, Vision Governmental Solutions a business organization existing under the laws of the Commonwealth of Massachusetts and registered to do business in New Hampshire as a Foreign Corporation, and having a principal place of business at, 1 Cabot Rd., Hudson, Massachusetts, hereinafter called Contractor, hereby mutually agree as follows:

I. GENERAL PROVISIONS

I.1. PARTIES

1.1 Name of Municipality:	City of Nashua
1.2 Mailing Address of Municipality:	229 Main Street, Nashua, NH 03061
1.3 Contracting Official(s) name(s) and Title(s) for Municipality:	James W. Donchess, Mayor C/O Kim Kleiner, Administrative Services Director
1.4 Telephone and Fax numbers:	Phone: 603-589-3025 Fax:
1.5 E-mail Address, if applicable:	kleinerk@nashuanh.gov
1.6 Name of Contractor:	Vision Government Solutions
1.7 Mailing Address of Contractor:	1 Cabot Rd., Hudson, MA 01749
1.8 Principal Place of Business:	Same as mailing address
1.9 E-mail Address, if applicable:	sales@vgsi.com
1.10 Telephone and Fax numbers:	Phone:800-628-1013 Fax: 508-351-3798
1.11 Name and Title of Authorized Contractor:	Kevin Bullock, CFO
1.12 Type of Business Organization:	C-Corporation

1.13.1 The Municipality approved legislation to fund this contract, Resolution R-19-159, on August 13, 2019. On August 28, 2019, the Municipality issued a Request for Proposals for Full Measure and List Appraisal and Revaluation.

1.13.2 On October29, 2019, the Board of Tax and Land Appeals ordered the Municipality to complete a full revaluation by tax year 2022, including a full measure and listing of all properties in compliance with all applicable rules and regulations, including the DRA's Part 600 rules.

The BTLA was clear in its Order For Reassessment in recognizing that the City would require three years to perform the measuring and listing (Cyclical Inspections as defined by Rev. 601.15) of all Nashua properties. The City is, therefore, contracting a Cyclical Revaluation (as defined by Rev 601.16) which describes three calendar years of measuring and listing of all taxable, non-taxable and tax-exempt properties within the City followed by a revaluation for the 2022 tax year.

PART Rev 601 DEFINITIONS

Rev 601.01 "Abatement Review" means to make an assessment recommendation to the municipal assessing officials or to make a change to an assessment that is in response to an abatement request from a taxpayer.

Rev 601.02 "Appraisal" means the act or process of developing a market value estimate of property which will be used as the basis for valuation, fulfilling a municipality's statutory duties relative to property tax administration including, but not limited to those pursuantto RSA 75:1.

Rev 601.05 "Assessing Services" means the making of appraisals, reappraisals, assessments, or providing other services on behalf of municipal assessing officials for the statutory administration of property valuation and assessment including, but not limited to those pursuant to RSA 75:1.

Rev 601.06 "Assessing Standards Board (ASB)" means the State of New Hampshire assessing standards board as established pursuant to RSA 21-J:14-a.

Rev 601.07 "Assessment" means an estimate of the quality, amount, size, features, or worth of real estate which is used as a basis for a municipalities' valuation in accordance with statutory requirements including, but not limited to those pursuant to RSA 75:1.

Rev 601.08 "Base Year" means the tax year in which the municipality performed a revaluation of all properties.

Rev 601.09 "BTLA Reassessment" means an order by the State of New Hampshire board of tax and land appeals for a revaluation or partial update of a municipality's property assessments.

Rev 601.10 "Calibration" means the process of ensuring the predictive accuracy of the CAMA model(s), through testing, which may include but not be limited to; determining the variable rates and adjustments from market analysis for land and land factors, costs and depreciation for a cost model, valuation rates and adjustments for a sales comparison model, and market rents and capitalization rates for an income model.

Rev 601.11 "Computer Assisted Mass Appraisal System (CAMA)" means a system of appraising property that incorporates computer-supported tables, automated valuation models and statistical analysis to assist the appraiser in estimating value for a revaluation, assessment data maintenance and valuation update.

Rev 601.13 "Contract" means any agreement between the municipality and the contractor for making appraisals, reappraisals, assessments, or for appraisal work on behalf of a municipality with the State of New Hampshire.

Rev 601.14 "Contractor" means the person, firm, company, or corporation with which the municipality has executed a contract or agreement for assessing services.

Rev 601.15 "Cyclical Inspection" means the process of a systematic measure and listing of all properties within a municipality over a specified period of time. The term includes "data collection" and "data verification."

Rev 601.16 "Cyclical Revaluation" means the process of combining a full statistical revaluation of the entire municipality with a cyclical inspection process.

Rev 601.17 "Data Collection" means the inspection, measuring, or listing of property within a municipality. The term includes data verification.

Rev 601.20 "DRA-certified" means a level of certification attained by a person as set forth by the ASB in Asb 300 pursuantto RSA 21-J:14-f.

Rev 601.22 "Executed" means to transact, agree to, carry into effect, sign or act upon a contract or agreement to perform assessing services for a municipality. The term includes "executing."

Rev 601.23 "Final Monitoring Report" means the DRA's final letter to the municipality for any revaluation or partial update.

Rev 601.24 "Full Revaluation" means the revaluation of all taxable and nontaxable properties in a municipality, with a complete measure and listing of all taxable and nontaxable properties to occur at the same time of the establishment of the new base year, to arrive at full and true value as of April 1. The term includes "full reappraisal" and "full reassessment."

Rev 601.25 "Full Statistical Revaluation" means the process of a revaluation of all taxable and nontaxable properties in a municipality, using existing property data to arrive at full and true value as of April 1. The term includes "statistical update" and "statistical reassessment."

Rev 601.26 "Highest and Best Use" means the physically possible, legally permissible, financially feasible, and maximally productive use of a property, as appraised in accordance with RSA 75:1.

Rev 601.27 "Improvement" means any physical change to either land or to buildings that may affect value.

Rev 601.29 "In-house Work Plan" means a written set of goals, objectives, processes, and timelines that the municipality intends to rely upon to perform revaluations, partial updates, or cyclical inspections.

Rev 601.30 "Listing" means recording a description of the interior, exterior, and attributes of any improvements or the recording of the description of land features and attributes. The term includes "list."

Rev 601.31 "Market Analysis" means the study and processes utilized to determine the response of buyers and sellers of real estate, in a geographic area, to various data elements through the analysis of cost data, income data, and sale transactions in the performance of mass appraisal

Rev 601.32 "Market Value" means the value of a property that:

(a) Is the most probable price, not the highest, lowest or average price;
(b) Is expressed in terms of money;
(c) Implies a reasonable time for exposure to the market;
(d) Implies that both buyer and seller are informed of the uses to which the property may be put;
(e) Assumes an arm's length transaction in the open market;
(f) Assumes a willing buyer and a willing seller, with no advantage being taken by either buyer or seller; and,
(g) Recognizes both the present use and the potential use of the property.

The term includes "full and true value."

Rev 601.33 "Mass Appraisal" means the utilization of standard commonly recognized techniques to value a group of properties as of a given date, using standard appraisal methods, employing common data and providing for statistical testing.

Rev 601.34 "Measure" means the physical inspection, verification, sketching and recording of the exterior dimensions and attributes of any improvements made to a property.

Rev 601.36 "Municipal Assessing Officials" means those charged by law with the duty of assessing taxes and being the:

(a) Governing body of a municipality;
(b) Board of assessors or selectmen of a municipality; or
(c) County commissioners of an unincorporated place.

Rev 601.37 "Municipality" means a city, town or unincorporated place.

Rev 601.38 "Partial Update" means the process of analyzing market sales throughout the entire municipality to identify and implement needed value changes to the affected areas, or classes of property, to bring those properties to the municipality's general level of assessment utilizing the existing base tax year and providing an addendum to the existing USPAP compliant report. The term includes "partial revaluation."

Rev 601.40 "Revaluation" means the act of re-estimating the worth of real estate of the entire municipality using standard appraisal methods, calibration of the CAMA tables and models, establishment of a new base year with a USPAP compliant

report, and providing for statistical testing whether by either:
(a) A full revaluation; or,
(b) A full statistical revaluation.
The term includes "reappraisal," "reassessment," and "value anew."

Rev 601.41 "Sale Validation" means the process of verifying a real estate sale transaction to determine whether the sale was a valid or an invalid indicator of the market value of the sold property. The term includes "sale verification" and "sale qualification."

Rev 601.42 "Statistical Testing" means the use or application of numerical statistics to understand the results of a reappraisal or the need for a reappraisal.

Rev 601.44 "Uniform Standards of Professional Appraisal Practice (USPAP)" means the generally accepted and recognized standards of appraisal practice printed by The Appraisal Foundation as authorized by Congress as the source of appraisal standards and appraiser qualifications.

Rev 601.45 "USPAP Compliant Report" means an appraisal report based upon the standards established by the ASB pursuant to RSA 21-J:14-b I, (c.)

PART Asb 304 DUTIES

Asb 304.01 DRA-Certified Building Measurer and Lister Duties.

(a) For revaluation or assessing services, under the guidance and oversight of a DRA-certified property assessor or DRA-certified property assessor supervisor, a DRA-certified building measurer and lister may perform:

(1) Data collection;

(2) Data verification; and

(3) Cyclical inspection.

(b) A DRA-certified building measurer and lister shall not perform sale validation.

(c) A DRA-certified building measurer and lister shall not determine, or change, the quality grade or depreciation of structures.

(d) A DRA-certified building measurer and lister shall not determine or change adjustments applied to land attributes.

Asb 304.02 DRA-Certified Property Assessor Assistant Duties.

(a) For revaluation or assessing services, under the guidance and oversight of a DRA-certified property assessor or DRA-certified property assessor supervisor, a DRA-certified property assessor assistant may assist with:

(1) Assessment tasks as defined in Asb 301.06;

(2) Sale validation; and

(3) The training of a building measurer and lister.

(b) A DRA-certified property assessor assistant shall not adjust an assessment unless specifically authorized by a DRA-certified property assessor or DRA-certified property assessor supervisor.

(c) A DRA-certified property assessor assistant shall not perform final field review as defined in Asb 301.26.

(d) A DRA-certified property assessor assistant shall not oversee revaluation informal review process or conduct abatement reviews.

(e) A DRA-certified property assessor assistant shall not represent a municipality in the defense of assessed values.

Asb 304.03 DRA-Certified Property Assessor Duties.

(a) A DRA-certified property assessor may, in accordance with Asb 303.05:

(1) Perform appraisal work which includes:

a. The annual maintenance of assessments by using the base year data collection manual and USPAP-compliant report; and

b. The use of the computer assisted mass appraisal system existing models and cost data established by a DRA-certified property assessor supervisor during the year of the last revaluation for new appraisals;

(2) Perform abatement reviews and the defense of value under the supervision of a DRA-certified property assessor supervisor;

(3) Perform sale validation; and

(4) Submit a signed and dated statement to the DRA attesting to the qualifications of a building measurer and lister, or a property assessor assistant, working under the DRA-certified property assessor's supervision to be true, accurate and correct.

(b) A DRA-certified property assessor shall not adjust the cost, land, depreciation, or other computer assisted mass appraisal tables resulting in a change to the values unless specifically authorized by a DRA-certified property assessor supervisor.

(c) A DRA-certified property assessor shall not establish and certify values.

(d) A DRA-certified property assessor shall not sign the USPAP-compliant report.

(e) A DRA-certified property assessor shall not conduct the final field review.

Asb 304.04 DRA-Certified Property Assessor Supervisor Duties.

(a) Perform and supervise all appraisal work;

(b) Conduct and supervise a revaluation, cyclical revaluation, or partial update by:

(1) Compilation of the data collection manual;

(2) Performing a market analysis for the establishment of the base values and tables for the computer assisted mass appraisal models;

(3) Calibrating the computer assisted mass appraisal models;

(4) Performing the data quality final field review of the mass appraisal results;

(5) Conducting statistical testing;

(6) Complete and certify a USPAP-compliant report; and

(7) Overseeing and supervising:

a. The informal review process;

b. The abatement review; and

c. Defense of the appraised value(s);

(c) Oversee any revaluation by assisting the municipal assessing officials to ensure that:

(1) The revaluation is performed in accordance with applicable state statutes and administrative rules;

(2) The contract terms and conditions are adhered to; and

(d) Submit a signed and dated statement to the DRA attesting to the qualifications at all levels of certification to be true, accurate, and correct.

2. RESPONSIBILITIES AND SERVICES TO BE PERFORMED BY CONTRACTOR

2.1 Contract Submission

The contract, any revised contract, and the list of personnel assigned to work under the contract, shall be first submitted to the DRA for examination and shall not be approved by the DRA until the indemnification and insurance certificates as described in Rev 607.0 1(a) and the performance bond as described in Rev 607.02 have been submitted to both the municipal assessing officials and the DRA.

2.2 Assessment of all Property

2.2.1 This cyclical revaluation shall commence in tax year 2020 and be completed in 2022 when a full statistical revaluation analysis shall be conducted to bring values to 100% of market value.

2.2.2 Contractor shall measure and list all taxable property (RSA 72:6) within Municipality in a good and workmanlike manner in accordance with RSA 75:1.

2.2.3 Contractor shall measure and list all tax exempt and non-taxable property (RSA 74:2) within the taxing jurisdiction of Municipality in the same manner as taxable property.

2.2.4 Contractor shall measure, list and verify all sales used to determine benchmarks for the revaluation.

2.2.5 The contractor shall update the existing assessment information to correct errors or omissions pertaining to:

(1) Incorrect measurements; and

(2) Physical changes, which may include, but not be limited to:

a. Additions;
b. Renovations;
c. Finished areas;
d. Structural alterations;
e. Outbuildings; or
f. Other site factors or improvements;

2.2.6 Contractor shall measure and list all new construction brought to their attention by Municipality via building permits, inventories and any other source.

2.2.7 Contractor shall utilize Municipality's Patriot AssessPro CAMA System to appraise properties.

2.3 Completion of Wofk

2.3.1 Contractor shall complete all work and deliver the same in final form to the municipal assessing officials on or before **September 1, 2022** to allow for quality control prior final submission.

2.3.2 Liquidated damages of $1,100 per day shall be paid by Contractor for each day required beyond the above stated completion date for delays caused by Contractor.

2.3.3 Contractor shall provide Municipality a list of all products to be delivered and dates of delivery thereof. The products include:

(1) Property record cards in hard copy, electronic or both formats;

(2) The USPAP Compliant Appraisal Report;

(3) The Data Collection Manual;

(4) The CAMA System Manual; and,

(5) Any other products as deemed necessary by the municipal assessing officiais (as described in Section 3).

2.3.4 The cyclical revaluation shall be considered satisfied and in its final form only when:

(1) The informal review of assessments has been completed as described in Section 3.6;

(2) Any required value adjustments are made;

(3) The final values are submitted to and accepted by the municipal assessing officials;

(4) All products required by the contract are delivered to Municipality and the DRA;

(5) The DRA has completed its final monitoring report;

(6) Values established by Contractor have been defended through the municipal abatement process, as described under RSA 76: 16, for the year of the full statistical revaluation; and,

(7) All other terms of the contract have been satisfied.

2.4 Personnel

2.4.1 For grading, classifying, appraising and data collection of all property covered by the contract, Contractor shall only employ personnel who are:

(1) Certified by the DRA, as defined in the Asb 300 Rules and RSA 21-J:14-ff or the level of work they will be performing; and,

(2) Approved by the municipal assessing officials.

2.4.2 Contractor shall not compensate, in any way, a municipal official, employee or any immediate family member of such official or employee in the performance of any work under the contract unless previously disclosed and a prior full-time employee of Contractor.

2.4.3 Upon approval of the contract and before the cyclical revaluation begins, Contractor shall provide to the DRA and the municipal assessing officials, a list of the DRA-certified personnel assigned to work under the contract.

2.4.4 Contractor shall ensure that the DRA-certified assessor supervisor is proficient in the use and calibration of the CAMA system that will be used to assess the property specified in Section 2.2.

2.4.5 Contractor shall ensure that the individual(s) assigned to perform data entry are proficient in the use of Municipality's CAMA system.

2.4.6 Contractor shall ensure that the DRA-certified assessor supervisor will be present for all analysis and table structure in the CAMA system throughout the duration of the project

2.5 Public Relations

2.5.1 Contractor and the municipal assessing officials, during the progress of the work, shall each use their best efforts to promote full cooperation and amiable relations with taxpayers. All publicity and news releases shall be approved by the municipal assessing officials before being released to the news media. The Contractor, upon request of the municipal assessing officials, shall provide assistance in conjunction with the municipal assessing officials to acquaint the public with the mechanics and purpose of the cyclical revaluation.

2.6 Confidentiality

2.6.1 Contractor, municipal assessing officials or municipal employees shall not disclose any preliminary values to anyone or permit anyone to use or access any data on file during the course of the revaluation project, except the municipal assessing officials and the Commissioner of the DRA, or their respective designees, until the values have been submitted to the municipal assessing officials and made public.

2.7 Compensation and Terms

2.7.1 Municipality, in consideration of the services hereunder to be performed by Contractor, agrees to pay Contractor the sum total of $ 1,125,000 pursuant to the terms of the agreement as defined in Section 3. Payment shall be dispersed as follows:

Year of Work	% or # of Parcels	Type of Work	Annual Payment
2020	*37%*	*Measure/List*	*$415,000*
2021	*32%*	*Measure/List*	*$365,000*
2022	*31%*	*Measure/List & Cyclical Revaluation*	*$345,000*

2.7.2 The amount or terms of compensation to be paid by Municipality for assessing services to support and defend assessments that are appealed to the BTLA or superior court, if not included in Section 3 of the agreement, quoted on a hourly or daily basis plus expenses is: $125 hourly / $1,000per day.

2.7.3 The itemized cost for the appraisal of special use or utility property(s) if not included in 2.7.1 is/are listed below:

Not applicable to this contract.

2.7.4 Manner and time of payment: An initial payment of $50,000 will be paid within 14 calendar days of this contract being approved by the DRA and signed by both parties. For remaining payments in 2020, 2021, and 2022, Municipality will pay Contractor in monthly installments as follows: each month, starting February 2020, Municipality will pay (1/11th for2020), (1/12th for 2021) and (1/8th for2022) of the annual payment for that year to Contractor by the last day of the month. All payments are subject to the required retainage.

2.7.5 A 10% retainage shall be withheld from Contractor until:

(1) The municipal assessing officials have determined that all of the terms of the contract have been satisfied; and,

(2) The DRA has completed its final monitoring report.

2.7.6 Except as provided in Sections 2.7.2, 2.7.3, the stated consideration in 2.7.1 represents the total payment for all contracted services.

3. DETAIL OF SERVICES TO BE PERFORMED BY CONTRACTOR

3.1 Collection of Property Data

3.1.1 All vacant land parcels and any attributes that may affect the market value shall be listed accurately. Such attributes may include, but not be limited to: number of acres; road frontage; neighborhoods; water frontage; water access; views; topography; easements; deeded restrictions and other factors that might affect the market value.

3.1.2 Every principal building(s), and any appurtenant building(s), or other improvements, shall be accurately measured and listed to account for the specific elements and details of construction as described in the data collection manual. Such elements and details may include, but not be limited to: quality of construction; age of structure; depreciation factors; basement area; roofing; exterior cover; flooring; fireplaces; heating & cooling systems; plumbing; story height; number of bathrooms; number of bedrooms; and, other features, attributes, or factors that might affect market value.

3.1.3 Contractor shall make an attempt to inspect the property, and if the attempt is unsuccessful, Contractor shall:

(1) Make a note with the date of the visit to the property;

(2) Leave a notification card at the property requesting that the property owner call the Contractor's designee, within a stated time frame as agreed upon by the municipal assessing officials and Contractor, to arrange for an interior inspection; or,

(3) Send a letter to the property owner requesting that the property owner call the Contractor's designee, within a stated time frame as agreed upon by the municipal assessing officials and

Contractor, to arrange for an interior inspection; and,

(4) Notify the municipal assessing officials that the property was not accessed and that the Contractor has not been contacted by the property owner or occupant within the prescribed time frame.

3.1.3.1 Contractor will provide opportunity for evening and weekend inspections.

3.1.4 The municipal assessing officials, when notified by Contractor pursuant to 3.1.3:

(1) May attempt to make arrangement with the owner or occupant for an interior inspection of the property; and,

(2) Shall notify the contractor within 10 working days of whether inspection arrangements were made.

3.1.5 If the contractor or municipal assessing officials are not able to arrange for an interior inspection, or entrance to a building or parcel of land cannot be obtained as detailed in Section 3.1.6 below, Contractor shall:

(1) Estimate the value of the improvements using the best evidence available; and,

(2) Annotate the property record card accordingly.

3.1.6 Contractor shall complete interior inspection of all properties except:

(1) Vacant or unoccupied structures;

(2) Where multiple attempts for inspection have been made (initial inspection and notification letter), without success and the owner or occupant has not responded to Contractor or the municipal assessing officials' notifications;

(3) Where postings prevent access;

(4) Unsafe structures;

(5) When the owner has refused access to Contractor or designee;

(6) When inhabitants appear impaired, dangerous or threatening; and,

(7) Any other reason for which the municipal assessing officials agree the property is inaccessible.

3.1.7 Contractor shall provide to Municipality a complete copy of the: field data collection card(s); worksheet(s); and, other document(s) used in the valuation process.

3.1.8 Contractor shall provide monthly progress reports indicating the percentage of completion of the full revaluation to the municipal assessing officials and the DRA.

3.2 Property Record Cards

3.2.1 Contractor shall prepare an individual property record card, for each separate parcel of property in Municipality arranged to show:

(1) The owner's name, street number, map and lot number or other designation of the property;

(2) The owner's mailing address;

(3) Information necessary to derive and understand:

a. The land value;

b. The number of acres of the parcel;

c. The land classification;

d. The adjustments made to land values;

e. The value of the improvements on the land;

f. The accurate description of all improvements whether affecting market value or not;

g. The improvement pricing details; and,

h. The allowances made for physical, functional and economic depreciation factors;

(4) The outline sketch of all principal improvements with dimensions with the street side or waterfront toward the bottom of the diagram;

(5) The base valuation year;

(6) The print date of property record card;

(7) Photograph of the principal building;

(8) History of the property transfer to include:

a. Date of sale;

b. Consideration amount;

c. Qualification code; and,

d. Property type noted as either vacant or improved;

(9) A notation area to record any comments pertaining to the property; and,

(10) A notation area to record the history of the property, which may include, but not be limited to:

a. Property inspection date;

b. Individual's identification number or initials associated with the inspection;

c. The extent of the inspection;

d. Reason for the inspection; and,

e. Any value adjustment(s).

3.3 Market Analysis

3.3.1 A DRA-certified property assessor supervisor shall conduct the market analysis.

3.3.2 A DRA-certified property assessor assistant, under the guidance of a DRA-certified property assessor or a DRA-certified property assessor supervisor, may validate or invalidate sales for the market analysis.

3.3.3 The municipal assessing officials shall provide to Contractor a copy of all property transfers for a minimum of two (2) years immediately preceding the effective date of the revaluation.

3.3.4 The market analysis shall be conducted by Contractor using accepted mass appraisal methods in order to determine land, improvements and any other contributory values or factors including:

(1) A review of all property transfers provided by the municipal assessing officials to Contractor;

(2) A compilation of all unqualified property transfers into a sales list with appropriate notations for those sales not used in the analysis accompanied by:

a. The parcel map and lot number;

b. The disqualification code;

c. The date of sale; and,

d. The sale price.

(3) A compilation of all qualified property transfers into a sales list with appropriate notations for those sales used in the analysis accompanied by:

a. The parcel map and lot number;

b. The date of sale;

c. The sale price;

d. The newly established value;

e. A photocopy or printout of the property record card for each property transferred; and,

f. A photograph of the principal improvements attached thereto;

(4) Estimated land values with the documented results, as follows:

a. Utilizing vacant land sales whenever possible; and,

b. In the absence of an adequate number of vacant land sales, the land residual method or other recognized land valuation methodologies shall be used to assist in the determination of land unit values;

(5) The Indicated land values shall be documented as:

a. Site;

b. Front or square foot;

c. Front acre;

d. Rear acre units; and/or,

e. Other appropriate units of comparison;

(6) An analysis section to include:

a. The sale price; and,

b. Supporting adjustments made in sufficient detail to be understood by the municipal assessing officials and taxpayers;

(7) The market analysis used to indicate unit values with the documentation of the method(s) employed and any special adjustment factors; and,

(8) Tax Maps showing the locations of all qualified sales and the delineation of neighborhoods.

3.3.5 The preliminary market analysis shall:

(1) Be provided to the municipal assessing officials and the DRA prior to the acceptance of the new values by the municipal assessing officials;

(2) Be printed in its final form, and provided to the municipal assessing officials and the DRA at the completion of the revaluation as part of the USPAP compliant report; and,

(3) Become property of Municipality and the DRA.

3.3.6 Contractor shall ensure that a final comprehensive review of the newly established values shall be performed by a DRA-certified property assessor supervisor utilizing a parcel-by-parcel field review of the entire Municipality to:

(1) Ensure that all properties are valued at their highest and best use; and,

(2) Identify and correct: any mechanical errors; inconsistencies; unusual features or value influencing factors.

3.3.7 Any supporting documentation supplied, provided or utilized by Contractor in the process of compiling the market analysis, such as but not limited to: sales verification sheets; rental/expense statements and questionnaires; Contractor cost estimates; sales listing sheets; final review notes; etc., shall be relinquished to and become property of Municipality.

3.4 Approaches to Value

3.4.1 The valuation of property for the revaluation shall be completed by utilizing recognized approaches to value, which may include, but not be limited to:

3.4.2 Cost Approach:

(1) The cost approach, when utilized, shall be implemented by calibrating and applying land valuation tables, building valuation tables and unit costs as follows:

a. Investigate, with documented analysis, land values for residential, commercial, industrial and any other special use properties in the area;

b. Document the land valuation tables and unit costs by including statistical testing to compare the

calculated preliminary land value to the sale properties to ensure accuracy before the land valuation tables and unit costs are implemented;

c. Document the development of the units of comparison that shall be used for the base land prices, which may include, but not limited to: site; front foot; square foot; front acre; rear acre; and, other appropriate units of comparison;

d. Document site specific characteristic land adjustments, which may include, but not be limited to: topography; view; size; location; and, access; and,

e. Document the calibration of land tables and models.

(2) In developing building cost tables, Contractor shall provide the following:

a. Investigate, with documented analysis, the building costs of residential, commercial, industrial and any other special use properties in the area;

b. Document the testing of Contractor's building valuation tables and unit costs by comparing the calculated preliminary building value to the sale properties, for which the building costs are known, to ensure accuracy before the building valuation tables and unit costs are implemented;

c. The building cost tables shall consist of unit prices based upon relevant factors, which may include, but not be limited to: specifications for various types of improvements; the quality of construction; the building customs and practices in Municipality; various story heights and square foot areas adequate for the valuation of all types of buildings and other improvements to the land; tables for additions and deductions for variations from the base cost improvement specifications; and, tables for depreciation based upon age and condition of the Improvements.

d. Document the calibration of all building cost tables and models.

3.4.3 Income Approach:

(1) The income approach, when utilized, shall be implemented by calibrating and applying valuation models as follows:

a. Investigate and qualify, with documented analysis, market data, which may include but not be limited to: rental income; expenses; vacancy; and, capitalization rates for: residential, commercial, industrial and any other special use property;

b. Describe property specific characteristics;

c. Document statistical testing for the income valuation models to known sales of similar properties;

d. Create valuation models consisting of market data based upon:

(i) Defined descriptions and specifications based upon property type; and,

(ii) Quality and size of the improvements; and,

e. Document the calibration of all income approach valuation tables and models.

3.4.4 Market-Sales Comparison Approach:

(1) The market-sales comparison approach, when utilized, shall be implemented by calibrating and applying valuation models as follows:

a. Contractor shall qualify, analyze, and use sales as direct units of comparison in the valuation of residential, commercial, industrial and any other special use properties;

b. Investigate with documented analysis comparable sales;

c. Document the adjustments for specifics, which may include, but not be limited to: location; time; size; features; and, condition;

d. Document how the adjustments were derived;

e. Document final value reconciliation; and,

f. Document calibration of all sales comparison tables and models.

3.4.5 In the utilization of the appraisal approaches to valuation, Contractor shall make and document adjustments made to properties for depreciation factors, which may include, but not be limited to: physical; functional; and, economic conditions.

3.5 Utility and Special Use Properties

3.5.1 Utilities are not included in Contractor's scope of work under this contract, with the exception of Land Value Tables. Municipality will contract separately for full revaluation of utility property.

3.6 Value Notification and Informal Reviews

3.6.1 Contractor shall provide to the municipal assessing officials:

(1) A list of the newly established values for review;

(2) A preliminary value analysis with a copy delivered to the DRA for review; and,

(3) The informal review schedule in advance.

3.6.2 Contractor shall mail, first class, to all property owners, the notification of the newly established value of their property by sending to the property owner either of the following:

(1) A list of all property owners containing the newly established valuations of all properties within Municipality; or,

(2) A letter to the owner stating the newly established value of their property and whether Contractor has either:

a. Published a list of all property owners containing the newly established valuations for all properties within Municipality in an identified newspaper of general circulation for the entire Municipality; or,

b. Posted in two (2) identified public places within Municipality a list of all property owners and the newly established values of the entire Municipality.

3.6.3 The notification of newly established values shall contain the details of the informal review process, instructions on scheduling an informal review; and the time frame in which informal reviews shall be scheduled.

3.6.4 The notification of newly established values shall contain instructions in regard to the appeal process for abatements pursuant to RSA 76:16, RSA 76:16-a and RSA 76:17.

3.6.5 After mailing or posting of the notification of newly established values, Contractor shall ensure that an informal review of the newly established property values is provided to all property owners who may, within the time prescribed by the contract, request such a review.

3.6.6 Notwithstanding Section 2.6 of this contract (Confidentiality), Contractor shall make available to all property owners the property record card and market analysis related to their newly established property value(s).

3.6.7 Contractor shall notify, by first class mail, all property owners addressed during the informal reviews and indicate whether or not a change in value resulted and the amount thereof.

3.6.8 All documentation utilized or obtained during the informal review process shall be relinquished to the municipal assessing officials.

3.7 Appraisal Manuals and Revaluation Appraisal Reporting

3.7.1 Contractor shall provide a data collection manual, to be included within the USPAP report, or as a separate document, which may include but not be limited to:

(1) A description of building characteristics; extra features; outbuildings; site improvements; site characteristics; road frontage; water frontage; water access; topography; and view;

(2) A glossary and description of all codes used within the data collection and on property record cards;

(3) A description of all grading factors utilized, which may include, but may not be limited to: condition factors; quality; depreciation; amenity values; and other factors or conditions; and,

(4) A glossary and description of the coding used for visitation history.

3.7.2 Contractor shall ensure that the municipal assessing officials have:

(1) A technical CAMA manual detailing the CAMA system utilized; and,

(2) Been provided training in the proper use of the CAMA system.

3.7.2.1 Contractor shall work with Municipality to develop the data collection manual as a preliminary step to the revaluation.

3.7.3 Contractor shall provide a USPAP compliant appraisal report pursuantto RSA 21-J:14-b, 1,(c): The report shall comply with the most recent edition of the USPAP. The report shall contain, at a minimum, the following:

(1) A letter of transmittal to include a signed and dated certification statement;

(2) Sections detailing:

a. The scope of work;
b. The development of values;
c. Time trending analysis;
d. Land and neighborhood data;
e. Improved property data;
f. Statistical testing, analysis, and quality control; and,
g. The development of approaches to value used in the revaluation of properties.

(3) Appendices which may include, but not be limited to:

a. Work plan;
b. Neighborhood maps;
c. Names and levels of DRA-certified individuals authoring or assisting with the development of the USPAP compliant report;
d. CAMA system codes;
e. Identification and description of zoning districts;
f. Qualified and unqualified sale codes; and,
g. Other useful definitions or information.

(4) Instructions, or as a separate document, adequate instructions for the municipal assessing officials to:

a. Understand the valuation methodologies employed;
b. Understand the market and neighborhood adjustments; and,
c. Understand the conclusions of the appraisal report.

3.7.4 Contractor shall provide a USPAP compliant report to the municipal assessing officials, to be retained by the municipal assessing officials until the next revaluation and a copy to the DRA.

3.7.5 Contractor shall provide a USPAP compliant report to the municipal assessing officials for any special use properties included in Section 2.7.3, and a copy to the DRA.

3.8 Defense of Values

3.8.1 Contractor shall, after the final property tax bills have been mailed by Municipality, support and defend the values that were established by Contractor for the year of the revaluation as follows:

(1) At no additional cost to the municipality, property tax appeals that are timely filed with Municipality pursuantto RSA 76:16 shall have:

a. A review, by either a DRA-certified property assessor or a DRA-certified property assessor supervisor; and,

b. The Contractor's written recommendation provided to the municipal assessing officials which an abatement request had been received.

3.8.2 Contractor shall provide a qualified representative for the defense of property tax abatement appeals that are timely filed with the Board of Tax and Land Appeals (BTLA) or Superior Court pursuant to RSA 76: 16-a and RSA 76: 17, whose compensation has been agreed upon by the parties to the contract as stipulated in Section 2.7; and,

3.8.3 Appeals to the BTLA or Superior Court:

(1) For the rate set forth in Section 2.7.2, Contractor will support and defend values established by Contractor that may have been lowered by municipal assessing officials but shall not be required to support or defend values that have been increased by the municipal assessing officials.

3.8.4 All documentation utilized or obtained during the defense of assessed value process shall be relinquished to Municipality.

3.9 Additional Contractor Scope of Work from Municipality RFP

3.9.1 Contractor shall

(a) participate in a start-up meeting with the Municipality and DRA.
(b) make callbacks to maximize the entry rate for property inspections.
(c) update images for each property.
(d) complete data entry at every stage of the project.
(e) analyze all Residential qualified sales for a period of one year prior to the assessment date of April 1, 2022.
(f) analyze all Commercial/Industrial/Apartment qualified sales for a period of two years prior to the assessment date of April 1, 2022.
(g) complete an analysis of all returned Income and Expense Statements and input data to create market rents, expenses and vacancies.
(h) update all land, building and depreciation tables as required by sales analysis, Income and Expense Surveys and the Marshall & Swift cost manuals.
(i) generate cap rates using the latest publication of investor surveys and those extracted directly from the market.
(j) reconcile cost and income values to within 10% of each other.
(k) Field review all properties in the field.
(l) update the use of the effective year built consistently throughout the Municipality.
(m) submit all final values to the municipal assessing officials for review.
(n) post all values on Contractor website, on the City of Nashua website and on one additional public place to be determined by the Municipality.
(o) work closely with the Municipality at all stages of the update to ensure a successful project.
(p) Mail notices and conduct informal hearings for Municipality taxpayers to discuss their assessment.
(q) Work closely with the Municipality at all stages of the update to ensure a successful project.

3.9.2 Contractor shall furnish all labor, materials, supplies and equipment, and will perform all work for the project in strict accordance with the contract specifications and should be in compliance with the State of New Hampshire Department of Revenue Administration Administrative Rules governing revaluations and any relevant applicable rules and standards as adopted by the Assessing Standards Board.

3.9.3 Contractor field personnel should carry suitable ID cards, which should include an up-to-date photograph, supplied by the Contractor and signed by the Municipality.

3.9.4 Progress meetings shall be held bi-weekly throughout the duration of this contract.

4 RESPONSIBILITIES OF MUNICIPALITY

4.1 The municipal assessing officials shall identify to Contractor, in writing, which properties within the taxing jurisdiction are exempt from taxation.

4.2 The municipal assessing officials shall furnish to Contractor information such as but not be limited to: the current ownership information of all property; the physical characteristics of existing improvements in the CAMA system, the physical location of all property; property address changes within Municipality; all property transfer information; a set of current tax maps; zoning maps; plans; building permits; subdivisions; boundary line adjustments and mergers; access to CAMA system and, other information as specified by Contractor for the services being provided.

4.3 The municipal assessing officials shall keep Contractor informed of all sales of property that occur during the progress of the cyclical revaluation.

4.4 The municipal assessing officials shall make corrections to tax maps as of April 1 of the revaluation year where lots have been subdivided, or apportioned, and notify Contractor of all ownership and name and address changes.

4.5 If requested, suitable office space and equipment, as specified by Contractor, for the use of Contractor's personnel in the performance of the appraisal work shall be provided.

4.6 Municipality will be responsible for providing VPN access to the analysis CAMA system throughout the duration of the project. Any licensing to utilize the system will be the responsibility of Municipality. Contractor is responsible for its own hardware and internet services to connect to the VPN.

4.7 Pursuant to the Order, Municipality shall file progress reports with the Board, at least every three months, to update the steps taken towards completion of the cyclical revaluation

5. INDEMNIFICATIONS AND INSURANCE

5.1 Regardless of any coverage provided by any insurance, Contractor agrees to indemnify and shall defend and hold harmless the City, its agents, officials, employees and authorized representatives and their employees from and against any and all suits, causes of action, legal or administrative proceedings, arbitrations, claims, demands, damages, liabilities, interest, attorney's fees, costs and expenses of any kind or nature in any manner caused, occasioned, or contributed to in whole or in part by reason of any negligent act, omission, or fault or willful misconduct, whether active or passive, of Contractor or of anyone acting under its direction or control or on its behalf in connection with or incidental to the performance of this contract. Contractor's indemnity, defense and hold harmless obligations, or portions thereof, shall not apply to liability caused by the sole negligence or willful misconduct of the party indemnified or held harmless.

5.2 Contractor shall not be responsible for consequential or compensatory damages arising from the late performance or non-performance of the agreement caused by circumstances, which are beyond Contractor's reasonable control.

5.3 It is hereby agreed and understood that the insurance required of Contractor by the City of Nashua is primary coverage and that any insurance or self-insurance maintained by the City of Nashua, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. This insurance shall be written for not less than any limit of liability specified herein, or required by law, whichever is greater, notwithstanding that the policy may have lower limits applying elsewhere in the policy.

The City of Nashua will not maintain any insurance on behalf of the Contractor. The parties agree that the Contractor shall have the status of and shall perform all work under this contract as an independent contractor. The only contractual relationship created by the contract is between the City of Nashua and Contractor. The specified insurance requirements do not relieve Contractor of its responsibilities or limit the amount of its liability to the City or other persons, and Contractor is encouraged to purchase such additional insurance, as it deems necessary.

5.3.1The public liability insurance shall be in the form of commercial general liability with the inclusion of contractual liability coverage and shall provide limits of $1,000,000 each person and $2,000,000 each occurrence for bodily injury liability, and $2,000,000 each occurrence for property damage liability; and,

5.3.2The automobile liability insurance shall be in the form of comprehensive automobile liability and shall provide limits of $1,000,000 combined single limit for bodily injury and property damage each accident. Must cover for "Any Auto" – including Owned, Non-Owned and Hired Automobile Liability.

5.3.3The Workers' Compensation and Employers Liability must carry coverage for Statutory Workers' Compensation and Employers Liability minimum limit of, $100,000 each accident/$500,000 Disease Policy Limit/$100,000 Disease – Each Employee.

5.3.4Professional Liability (Errors and Omissions) must carry minimum limits of $1,000,000 each claim and $3,000,000 annual aggregate.

5.4 Prior to starting the revaluation, Contractor shall provide certificates of insurance by a State of NH licensed insurer confirming the required insurance coverage for Municipality with which the appraisal Contractor is contracting. The contractor shall submit the certificates to Municipality and provide a copy to the DRA not less than 10 days prior to commencing work and remain in force until the entire job is completed. General Liability, Employer's Liability and Auto Liability policies must name the City of Nashua as an additional insured and reflect on the certificate of insurance and the Workers' Compensation Subrogation Waiver policy endorsement must accompany the Certificate of Insurance. Contractor is responsible for filing updated certificates of insurance with the City of Nashua during the life of the contract.

5.5 Contractor shall provide Municipality and the DRA a ten (10) day advance written notice of the cancellation or material change in the required insurance coverage.

6. PERFORMANCE BOND

6.1 Contractor, before starting any full statistical revaluation work and on an annual basis thereafter, shall deliver an executed bond or irrevocable letter of credit in favor of Municipality, or as otherwise agreed upon, with which it is contracting to assure faithful and satisfactory performance of the contract, and provide a copy to the DRA. The amount of such bond or letter of credit shall be no less than the amount of compensation to be paid by Municipality to Contractor for services to be performed, and shall not expire before final values are submitted to and accepted by the municipal assessing officials.

7. ESTIMATED SIZE OF REVALUATION

7.1 It is agreed between the parties that the entire revaluation consists of an estimate of 28,559 parcels as defined by RSA 75:9.

8. ADDENDUMS, AMENDMENTS AND APPENDIXES

8.1 Addendums, amendments and appendixes pertaining to this contract may be added only by separate instrument in writing and shall meet all requirements of Section 2.1.

9. MISCELLANEOUS

9.1 **Termination:** This contract may be terminated by Municipality on 14 calendar day's written notice to Contractor, with a copy to the DRA, in the event of a failure by Contractor to adhere to any or all the terms and conditions of the contract or for failure to satisfactorily complete or make sufficient progress on the work in a timely and professional manner and such failure is not cured by Contractor within 14 calendar days' of receipt of such written notice. Contractor shall be given an opportunity for consultation with the Municipality prior to the effective date of the termination.

9.1.1 Upon receipt of notice of termination, Contractor shall:

9.10 **Time of the Essence:** All time limits are of essence to the Contract.

9.11 **Successors and Assigns:** Municipality and Contractor each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, its partners, successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the contract.

9.12 **Severability:** Any provision or part of the contract held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Municipality and Contractor, who agree that the contract shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

9.13 **Entire Agreement:** This contract represents the entire and integrated agreement between the parties and supersedes prior negotiations, representations or agreements, either written or oral.

9.14 **Counterparts; Scanned Delivery:** This contract may be executed in one or more counterparts, each of which shall be an original but all of which, taken together, shall constitute only one legal instrument. The delivery of an executed counterpart of this contract by scan shall be deemed to be valid delivery thereof.

10. SIGNATURE PAGE

By signing the contract, Contractor attests that pursuant to RSA 21-J:11 and Rev 602.01 (c)&(d):

(1) The contract, any revised contract, and the names and DRA-certified level of all personnel to be employed under the contract has been first submitted to the DRA for examination; and,

(2) No appraisal work shall begin until a copy of this executed contract, and the names and DRA-certified level of all personnel to be employed under this contract, has been submitted to the DRA.

Date: 2/25/20

In the Presence of:

Kimberly Kleiner

Witness Signature

City of Nashua

By James W. Donchess, Mayor

James W. Donchess

In the Presence of:

Melissa R. Marcot

Witness Signature

Vision Government Solutions

THE CITY OF NASHUA

Administrative Services

Purchasing Department

"The Gate City"

February 13, 2020
Memo #20-083

TO: MAYOR DONCHESS
FINANCE COMMITTEE

SUBJECT: 2020-22 CYCLICAL REVALUATION CONTRACT (VALUE: $1,125,000)
DEPARTMENT: 132 ASSESSING; FUND: BOND

Please see the attached communication from Kim Kleiner, Director of Administrative Services, to Mayor Donchess, dated February 13, 2020 for information related to this purchase.

Pursuant to **§ 5-78 Major purchases (greater than $10,000)** A. All supplies and contractual services, except as otherwise provided herein, when the estimated cost thereof shall exceed $10,000 shall be purchased by formal, written contract from the lowest responsible bidder, after due notice inviting bids.

The Director of Administrative Services and the Purchasing Department recommend the award of this contract to **Vision Government Solutions** of **Hudson, MA** in the amount of **$1,125,000**.

Respectfully,

Dan Kooken
Purchasing Manager

Cc: K. Kleiner J. Graziano

From: David Pinsonneault, Secretary, Board of Library Trustees
Re: Request for Joint Convention with the Board of Library Trustees

There being no objection, President Wilshire accepted the communication, placed it on file, and scheduled a Joint Convention with the Board of Library Trustees for Tuesday, March 10, 2020, at 7:30 p.m. at the Nashua Police Department Classroom at 28 Officer James Roche Drive, Nashua.

PERIOD FOR PUBLIC COMMENT RELATIVE TO ITEMS EXPECTED TO BE ACTED UPON THIS EVENING - None

COMMUNICATIONS REQUIRING FINAL APPROVAL

From: Jim Donchess, Mayor
Re: Contract Award of 2020-2022 Cyclical Revaluation

MOTION BY ALDERMAN-AT-LARGE BRANDON MICHAEL LAWS TO ACCEPT, PLACE ON FILE, AND AWARD THE CONTRACT FOR THE 2020-2022 CYCLICAL REVALUATION TO VISION GOVERNMENT SOLUTIONS IN THE AMOUNT OF $1,125,000 BY ROLL CALL

A viva voce roll call was taken which resulted as follows:

Yea: Alderman O'Brien, Alderman Klee, Alderman Dowd, Alderman Caron, Alderman Lopez, Alderman Tencza, Alderwoman Lu, Alderman Jette, Alderman Schmidt, Alderman Laws, Alderman Cleaver, Alderman Harriott-Gathright, Alderman Wilshire

Yea: 13

Nay: 0

MOTION CARRIED

From: Jim Donchess, Mayor
Re: Contract Award with Conway Technology Group for Copier Purchase and Maintenance Agreements and with US Bank for the Lease of this Equipment

MOTION BY ALDERMAN PATRICIA KLEE TO ACCEPT, PLACE ON FILE, AND AWARD THE CONTRACT WITH CONWAY TECHNOLOGY GROUP FOR COPIER PURCHASE AND MAINTENANCE AGREEMENTS AND WITH US BANK FOR THE LEASE OF THIS EQUIPMENT. CONTRACTS ARE EACH UNDER $25,000.

ON THE QUESTION

Alderwoman Lu

Are we purchasing the copiers or are we leasing the copiers? I don't recall there being both lease and purchase? Is there one thing being purchased and the other being leased?

President Wilshire

Good question, do we know?

Mayor Donchess

Leasing.

CITY OF NASHUA
ASSESSING DEPARTMENT
MONTHLY MONITOR

February 28, 2020

Volume 7

Mailing Address:
PO Box 2019
Nashua, NH 03061

Phone: 603-589-3040
Fax: 603-589-3079
Email:Assessheip@nashuanh.gov

Hours:
Monday -Friday
8 a.m. - 5 p.m.

Website: https://www.nashuanh.gov/150/Assessing-Department

IMPORTANT DATES

Board of Assessors Meetings

March 2nd
***SPECIAL MEETING – 4:00 PM – Revaluation Start-Up – Public is Welcome**

March 5th & 19th
Regular Meeting
9:00 – 11:00 am

City Hall Auditorium

IMPORTANT DEADLINES

2019 Abatements
March 1, 2020
Applications will be accepted the next business day – Monday, March 2nd until 5 pm.

Elderly Exemption
Solar Energy Exemption
Disabled Exemption
Blind Exemption
Veterans Exemption
April 15, 2020

The City of Nashua begins Data Collection

On Monday, March 2nd at 4 pm the City of Nashua Assessing Department and Board of Assessors will hold a Revaluation Start-Up meeting in the City Hall Auditorium. Residents are welcome to attend.

The Appraisal Firm of Vision Government Solutions has been hired by the City of Nashua to begin a City-wide Revaluation Project. Vision's Appraisal division will be working with the Assessing Department to make the process a successful one. There are five major phases to a municipal revaluation: Data Collection, Market Analysis, Valuation, Field Review and Informal and Formal Appeal Hearings. During these phases many tasks will be implemented in order to successfully complete the revaluation. Data Collection is the first phase.

Data Collection will begin the first week of March and last for approximately 24 months. Data Collectors will be working between the hours of 8 a.m. – 7 p.m. Monday – Saturday.
Data collectors will wear reflective clothing and carry badges identifying them as Vision Government Solution employees and will carry written documentation from the City stating their affiliation with the project. Vision Government Solution employees and their vehicles will also be registered with the Nashua Police Department and the Assessor's Office. Homeowners are encouraged to ask for this identification prior to admitting anyone into their homes. If a homeowner has a question as to the identity of a data collector, they may call the Nashua Assessor's Office at (603) 589-3040 or the Nashua Police department non-emergency number (603) 594-3500.

As the data collection begins in Nashua data collectors also known as "Listers" go to each property and physically inspect the interior and verify the measurements of the exterior of each building. These Listers will note a building's size, age, condition, quality of construction, improvements, topography, utilities, and numerous other characteristics both inside and out. To ensure that a home was inspected, the homeowner is asked to sign the data collection form to verify that the inspection took place. The entire process takes approximately 15 minutes for most properties.

Sales Verification Letters

The Assessing dept. will be issuing letters and questionnaires to residents who have purchased their home between October 1, 2019 and September 30, 2020. Please complete the form and return it to the assessing office or call (603)589-3040 with any questions.

Building Permit Inspections

If a building permit was issued for work on your home that requires an inspection from our office, an assessor will be stopping by.
As always, they will carry identification badges.
If you are not home when we stop by, the assessor will leave a door tag with the reason for the visit as well as information on how to contact our office.
To schedule an inspection please call our office at (603)589-3040.

With an understanding of security and privacy matters in today's world, both the City of Nashua and Vision Government Solutions wish to make the inspection process as unobtrusive as possible. The data collectors will visit properties for informational purposes only. It is to everyone's advantage if the city's real estate database is as accurate as possible and everyone benefits if the information regarding their property's measurements, quality, condition, room counts, etc. is accurate.

Digital imaging will also be taking place as part of this project. This entails taking a digital image of every property in town. This picture will then be added to the assessment database and can be printed on the property record card. This will allow property owners and the City to retrieve an image of any parcel in town.

The project is starting in March and with approximately 28,559 properties in Nashua, the data collection phase of this project is time consuming, and will take about two years to complete.

If you have any questions about the revaluation process or need additional information, please contact the Assessor's Office at (603) 589-3040.
You may also gather more information about the project on a direct link at https://www.nashuanh.gov/1285/2022-Full-Measure-List-Appraisal-and-Rev located on the Assessor's page of the City website.

For additional Taxpayer information on the revaluation process please visit Vision Government Solutions' website at:

https://www.vgsi.com/taxpayer-revaluation-information/

THE ASSESSING "MONTHLY MONITOR" :

We will be issuing updates monthly to our residents in our Monthly Newsletter.
To sign up please visit the Assessing page on the Nashua city website:
www.nashuanh.gov/assessing.

EXHIBIT 7

VISION
GOVERNMENT SOLUTIONS

1 Cabot Road, Suite 100, Hudson, MA 01749 800-628-1013 www.vgsl.com

Equal Opportunity Employer

City of Nashua NH
2020-2022
Full Measure & List & Revaluation

Revaluation

- Mandated By State Of New Hampshire
- City wide data collection – 3 year program
- Starting February 2020 – September 2022

  28,559 parcels

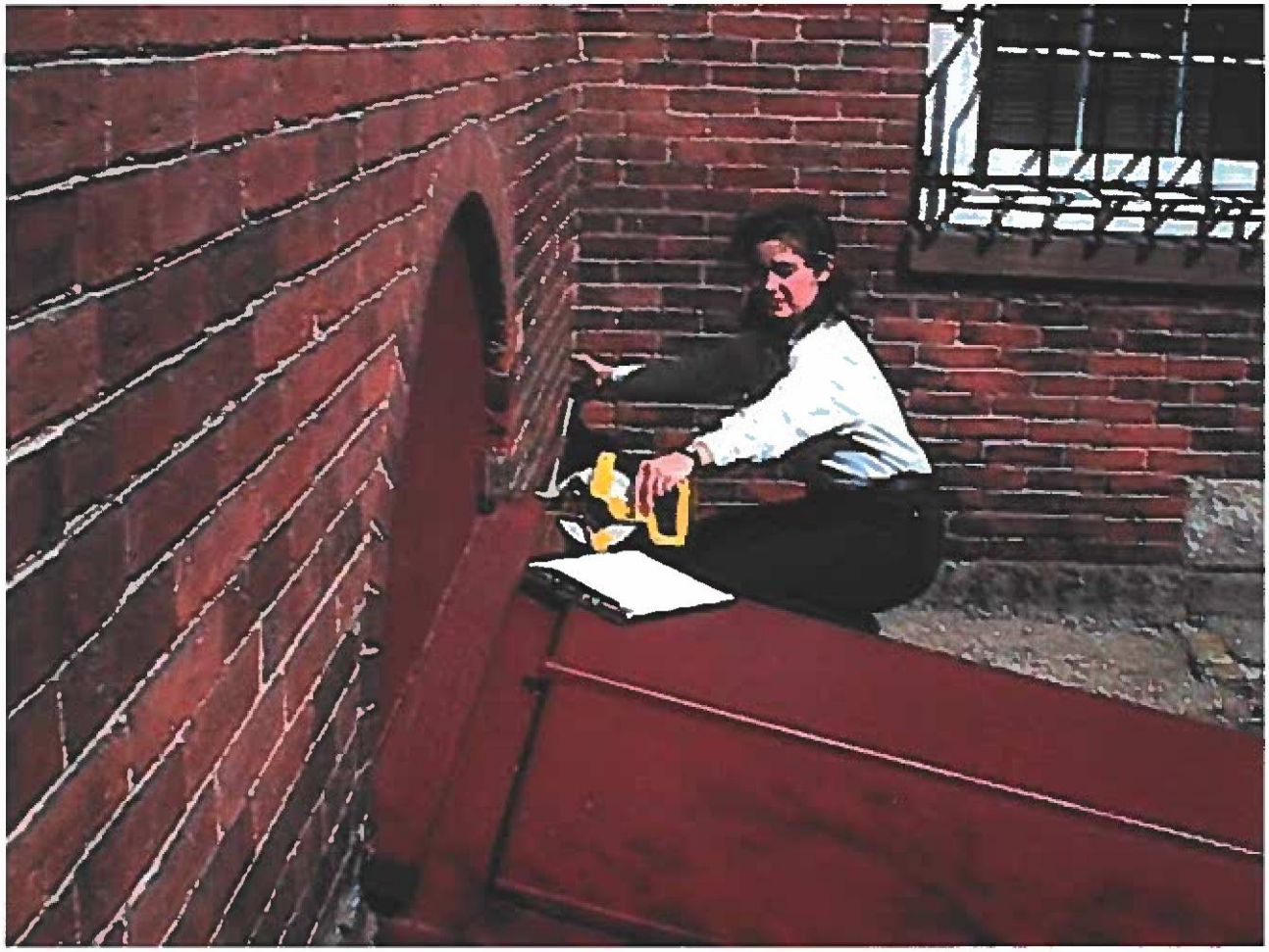
Benefits Of A Revaluation

- Correct Disproportionate Taxation
- Adjust Value For Market Shifts
- Capture All New Construction
- Provide Computerized Access To Property Information
- Achieve 100% State Mandated Assessment Ratio

Data Collection and Verification of Sales

- Foundation of Project
- Information Collected
  - Bedrooms and Bathrooms
  - Attics and Basements
  - Exterior Measurements
  - Outbuildings
  - Land Characteristics
- Staff
  - Data Collectors
  - Supervisors / Quality Control

Accurate Measurements



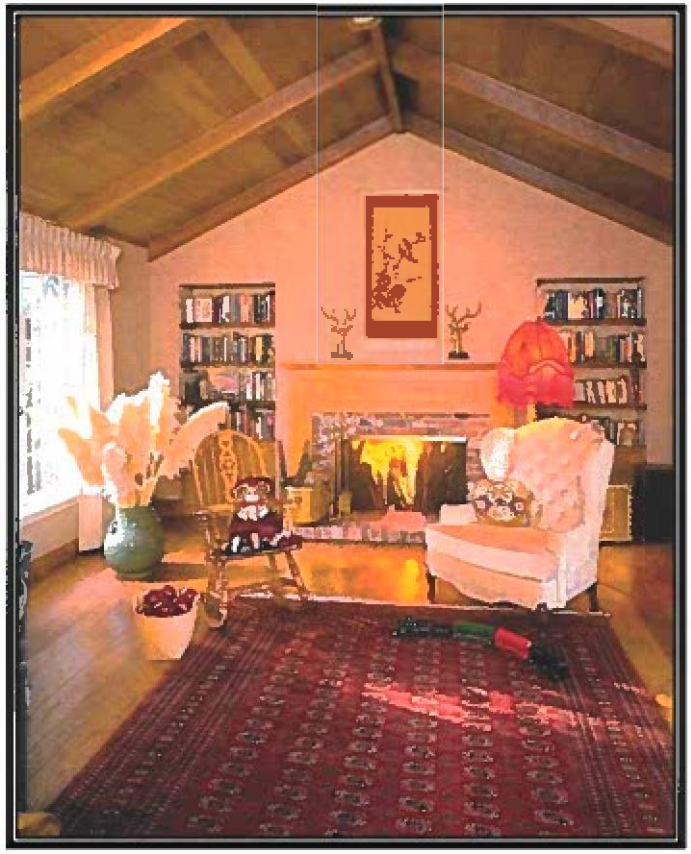
Exterior Inspection

- Style
- Quality
- Story Height
- Roof Structure
- Roof Covering
- Wall Construction
- Year Built
- Outbuildings

Homeowner Participation

Interior Inspection

- Room Count
- Baths Count
- Wall Finish
- Floor Finish
- Heating
- Bath Style
- Kitchen Style



Sales Analysis

- Town Market Determines Values
- No Preconceived Estimates of Value
- In-Depth Study of Town Sales
- Determine Land Prices
- Determine Building Value and Depreciation
- Delineate Neighborhoods
- Develop Computer Models Based On Market

Three Approaches To Value

- Cost Approach
- Sales Comparison Approach
- Income Approach

Valuation

Analysis of Market Information

- Sales
- Commercial/Industrial Income & Expense Information

Land Valuation by Location

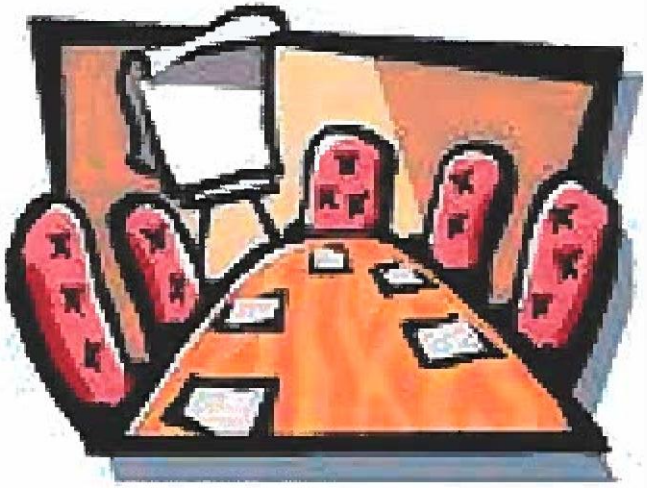
Comparable Properties

Review of All Values in the Field

Feedback from Informal Hearings

Informal Hearings

- Notify Taxpayers Of New Assessment – (July 2022)
- Property Owners Discuss Value
- Final Notices Sent (August 2022)
- Abatement applications due (March 1, 2023)



Using the Web for Public Relations

Internet Use During Revaluation

- Public Awareness
- Public Relations
- Publish values during the hearing process
- Taxpayers can compare values to neighbors
- Assists in cleanup of data

VISION

GOVERNMENT SOLUTIONS

1 Cabot Road, Suite 100, Hudson, MA 01749 800-628-1013 www.vgsi.com

Equal Opportunity Employer

THE CITY OF NASHUA

Administrative Services Division
Assessing Department
229 Main Street, PO Box 2019
Nashua, NH 03061-2019

"The Gate City"
603-589-3040
Fax 603-589-3079

FOR IMMEDIATE RELEASE: June 13, 2019

Contact: Kim Kleiner, Administrative Services Director

(603) 589-3025

kleinerk@nashuanh.gov

The City of Nashua begins data collection

The Appraisal Firm of Vision Government Solutions has been hired by the City of Nashua to begin a City-wide Revaluation Project. Vision's Appraisal division will be working with the Assessing Department to make the process a successful one. There are five major phases to a municipal revaluation: Data Collection, Market Analysis, Valuation, Field Review and Informal and Formal Appeal Hearings. During these phases many tasks will be implemented in order to successfully complete the revaluation. Data Collection is the first phase.

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The City of Nashua and Vision Government Solutions fully understands the sensitivities of the interior inspection process. We realize that there will be many cases where a homeowner is not at home during the day due to their work schedule and other reasons. Thus, if no one is home after their initial visit Vision will send a "call back letter" to property owners whose properties they were unable to inspect asking them to call and set up an appointment for an inspection.

With an understanding of security and privacy matters in today's world, both the City of Nashua and Vision Government Solutions wish to make the inspection process as unobtrusive as possible. The data collectors will visit properties for informational purposes only. It is to everyone's advantage if the city's real estate database is as accurate as possible and everyone benefits if the information regarding their property's measurements, quality, condition, room counts, etc. is accurate.

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Sincerely,

Assessor's Office

FOR IMMEDIATE RELEASE: June 13, 2019

Contact: Kim Kleiner, Administrative Services Director

(603) 589-3025

kleinerk@nashuanh.gov