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. as of June 24, 2020. 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	Not used

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

1	Not used
2	Public Sewer
3	PublicWater
4	None
5	Gas
6	Propane
7	Dug Well – below surface, lid on.
8	DrilledWell- machine rotary, deep well
9	Artesian Well – natural pressure, no pump
10	Community Well-Shared 4 or more
A	Septic Tank
B	Cesspl- drains
C	Not used

- **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	Paved & Lts
A	Paved & 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 if cannot see from the road. 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	FullDescrlptlon
0	Meas+List	Measur+Listed
1	Meas+1Visit	Measur+1Visit
4	MeasVacant	MeasurVac/Boarded up
5	Meas/UC New	Measur/NewUC Under Construction
7	Meas/Info Dr	Measur/lnf/Dr Info taken at door.
8	Meas/lntREFD	Measur/lnt 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

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	PR RESOPN	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	CONDEX NLV	CONDEX NO LAND VALUE
1023	CONDEXW/LI	CONDEX W/LIMITED COMMON AREA
1024	CONDO NL - 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 WILAND
*1031	MANU HOUSING	MANU HOUSING NO LAND
1041	TWO FAM (NL)	TWO FAM (NL)
1050	THREE FAM	THREE FAMILY
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	2 UNITS
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 4 UNI	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
55 DW	Condo Detached w/land
55 CN	Condex no land
55 CW	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	16 STORIES
17	17 STORIES
lA	1 STY W/ ATTIC
lH	1.5 STORIES
1T	1.75 STORIES
2A	2 STORIES ATTIC
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 w BRICKS, BLKS OR STONE	CRAWL
BRICK/ STONE	
RAILS/I BEAMS	

- ***FRAME TYPE***

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

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

01	Wood Shingle	15	Not used
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	Not used	27	Masonite
14	Not used	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	Not used
08	Irregular	08	Not used
09	Not used	09	Metal low quality
10	Dome	10	Rolled
11	Not used	11	Membrane
12	Bow	12	Not used
13	Sawtooth	13	Metal-Vertial Panel, Standing Seam
14	Concrete	14	Not used

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.
- *YEAR BUILT*- Reflect original year built of construction

- *INTERIOR INFORMATION*

- *PRIMARY &SECONDARY INTERIOR WALL*

Code	Description
1	DRYWALL
10	NONE
11	CONCR
2	PLASTER
3	OTHER
4	SOLID WOOD
5	MINIMUM
6	Not used
7	Not Used
8	PLYWOOOD PANEL
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	NOT USED	NOT USED
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-STANDARD	NONE

- *INSULATION*

NONE	FAIR
TYPICAL- STANDARD	MINIMAL
EXTENSIVE	

- *INTERIOR VS EXTERIOR – NOT USED*

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	NOT USED
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	COMBINATION HEAT AND AIR CONDITION SYSTEM
2	GRAVITY H/A	
3	FORCED H/W	Hot water circulated by pumps to radiators or baseboard heaters where space heating occurs by convection and radiation
4	RADIANT H/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	ELECTRIC BASEBOARD RADIATORS
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**

Total Units - Indicates the total number of units within the association. Informational only.
Floor Level - Indicates which floor the bottom floor of the unit is on. 1st = 1, 2nd = 2, etc.
% Own(ership) - Informational only. Indicates the percent of common interests the unit holds in the common area.
Name -Condo Complex - Each complex will have it's own descriptive code assigned

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 all major short-lived components in like-new condition,
FR	Fair	Some deferred maintenance, Some items need refinishing or overhauling,
GD	Good	Renovation – Moderate- No obvious maintenance required, but neither is everything new
PR	Poor	Overall deferred maintenance- Repair and overhaul needed on painted surfaces, roofing, plumbing, heating, numerous functional inadequacies
VP	Very Poor	Property in disrepair interior and exterior extensive damage
VG	Very Good	Renovation-Above Average, All items well maintained, many having been overhauled and repaired

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 if less than 100, otherwise leave as is for field reviewers.

COMMENTS- Leave current comments, Any new comments preface with current year
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 ATTJC -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	BMT GARAGE	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 VIA PERMANET 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	FIN RSD BM	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 MID-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	CARPORT UNF	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	UNFUP STRY	UNFINISHED UPPER STORY
VST	VESTIBULE	VESTIBULE
WDK	WOOD DECK	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	AGRICULTURAi.
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	1.0 W/B & L	1.0W/B & L
BRN5	2.0STORY	2.0STORY
BRN6	2.0WIBSMT	2.0W/BSMT
BRN7	TOBACCO BARN	TOBACCO BARN
BRN8	POLE BARN	POLE BARN
BTH1	BATH HOUSE/C	BAIH HOUSE/CABANA
BTH2	W/PLUMBING	W/PLUMBING
CAB	CABANA	POOL CABANA
CAB1	CABIN-MINIMA	CABIN-MINIMAL FINISH
CAB2	W/PLUMBING E	CABIN WIPLUMBING 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
FNS	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	1.5 STORY CH	1.5 STORY CHIM
FPL3	2 STORY CHIM	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	GI.F CRS HOLE - EX
GLF2	GLFCRSHOLE	GLF CRS HOLi: - 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	OUTBLDG AN	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	3 HOSE	3 HOSE
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-MECHA	SCALES-MECHANICAL
SCL2	SCALES-ELECT	SCAI.ES-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	WIIMPROV AVG
SHP5	W/IMPROV GD	WIIMPROV GOOD
SHP6	W/IMPROV PR	WIIMPROV POOR
SLO1	SILO-WD ORC	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 STAC	CHIMNEY STACK BRICK
STK2	CHIMNEY STAC	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	TOWER PAD 1	TOWER PAD 1
TPD2	TOWERPAD2	TOWERPAD2
UTC	UT CONDUIT	UTILITY CONDUIT
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.