



# THE CITY OF NASHUA

Administrative Services Division  
Assessing Department

"The Gate City"

## City of Nashua, NH 2019-2022 Full Measure & List Revaluation Project Update Report to the BTLA June 28, 2020

Tasks as outlined in the proposal and agreed upon by the city:

| CODE         | TASK   |
|--------------|--|
| 100          | Bonding, Office Set-up, Project Set-up, Public Relations   |
| 200          | Data Collection, Data Mailers, Building Permits, Sales Inspections, Quality Control and Data Entry       |
| 300          | Residential Valuation  |
| 400          | Commercial/Industrial Valuation  |
| 500          | Residential Field Review, Data Entry   |
| 600          | Commercial/Industrial Field review, Income Production, Reconcile Cost and Income                         |
| 700          | Digital Imaging, Documentation   |
| 900/<br>1000 | Project Finalization, Change Notices, Special Land Pricing, Client Meetings, Support of Values, Goodwill |

### Task 100 Bonding, Office Set-up, Project Set-up, Public Relations

- Bonding is complete.
- Project commenced March 3<sup>rd</sup>, 2020.
- The initial startup meeting with the Board and DRA was March 2, 2020 at City Hall.
- GIS maps have been provided.
- Office space has been provided. Modified space was provided due COVID19 and the closure of city hall in alternative city building.
- Public Relations will be on going throughout the project (see attached).  
Letter mailed to all residents at the start of each ward.  
Updates are provided on the City's website.  
Assessing Monthly Monitor Newsletters  
June 4, 2020 Update to the Board of Assessors – June Perry, Vision Gov't Solutions

**Task 200 Data Collection, Data Mailers, Building Permits**

- Suspension of Interior Inspections due to COVID19 (see attached)  
Guidance from the NH Department of Revenue  
Amendment to the Contract with Vision Government Solutions  
Press Release dated March 16, 2020
- Bi-weekly status reports are issued to the city and posted on the website. (see attached status reports from Vision Government Solutions Project Lead)
- Building permits are being completed by the City through April 1, 2020. Vision is responsible for building permits through April 1, 2022. Building permits are provided to Vision weekly.
- Data Collection guidelines have been completed. Lister's information has been completed and the police department has been informed of all aspects of the data collection phase of the revaluation.

**NOTE: 6/24/2020 Data Collection Guidelines Updated (see attached)**

- Data entry will be ongoing throughout the project, commencing after June 2020.
- Usernames and passwords have been assigned, and will have people associated with them as we move closer to starting the data entry.
- Daily communication with the Assessor's office is on-going concerning the progress of the data collection as well as any issues to be addressed.
- Rick Kulp is the onsite Projects Staff Appraiser.
  
- Ward 1 Property record cards have been printed.
- Ward 2 Property record cards have also been printed.
- Ward 3 Property record cards have also been printed.
- Images are being taken and will coincide with production numbers.
- The database is live in Nashua NH
  
- Data collection  
Ward 1 count 3,869 – C/I/E not started as of yet  
Ward 2 count 3,478  
Ward 3 count 2,845

**The following is the measure and listing numbers accountable as of June 20, 2020:**

|   |        |
|---|--------|
| Total Residential Improved Parcel Count | 25,605 |
| Measures                                | 7366   |
| Total Interior Inspections              | 172    |
| Refusals to Date - Partial/Full         | 7/88   |
| Total Measures with refusal             | 7454   |
| Total Percent Complete Measured         | 29 %   |

Total Commercial/Industrial/Exempt Improved Parcel Count 1,964

Total Measures 0  
Total Interior Inspections 0  
Entry Rate 0%  
Total Percent Complete Measured 0%  
Refusals to Date 0

Building permits measured to date 159

**Task 300/400 Residential Valuation/Commercial/Industrial Valuation**

- Residential valuation is scheduled to commence in 2022.
- Preliminary analysis in 2022
- Income and Expense forms are being sent out by the Assessor's office.

**Task 500/600 Residential Field Review, Data Entry, Commercial/Industrial Field review, Income Production, Reconcile Cost and Income**

- Field review is scheduled to be completed in 2022.

**Task 900 Project Finalization, Change Notices, Special Land Pricing, Client Meetings, Support of Values, Goodwill**

- The following timetable is for the hearing phase of the job through the project's completion.
  - Impact notice mailing no later than July 2022.
  - Appointments taken for hearings scheduled for July/August 2022.
  - Hearings scheduled for July/August 2022.
  - Second Impact Notices mailed by August 2022.
  - Project Completed by September 1, 2022.

**Nashua, NH**  
**Revaluation Documentation**

**Public Relations**

**City Website – [www.nashuanh.gov](http://www.nashuanh.gov)**

**Data Collection Letter - Sample**

**Assessing Monthly Monitor Newsletters**

**2020-2022 Revaluation Project Update –  
June Perry – Vision Government Solutions  
- June 4, 2020**

**<https://www.youtube.com/watch?v=PvXsX15ldhE>**



# THE CITY OF NASHUA

*Administrative Services Division  
Assessing Department*

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

May 11, 2020

[REDACTED]  
NASHUA, NH 03064-0000

Dear Property Owner:

The Appraisal Firm of Vision Government Solutions (VGS) has been hired by the City of Nashua to begin a City-wide Revaluation Project. Vision's Appraisal division will be working in conjunction with the Assessing Department to make the process a successful one.

Data Collection will continue the third week of May in Ward 3. They will be working between the hours of 8 a.m. – 7 p.m. Monday – Saturday. Data Collectors will be wearing reflective clothing and carry badges identifying them as VGS employees and will carry written documentation from the City stating their affiliation with the project. They and their vehicles will also be registered with the Nashua Police Department and the Assessing Department. Homeowners are encouraged to ask for this identification if there are any concerns with individuals on their property. If a homeowner has a question as to the identity of a data collector, they may call the Assessing Department at (603) 589-3040 or the Nashua Police department non-emergency number (603) 594-3500.

**Due to COVID 19 concerns, the City has suspended interior inspections.** As the data collection continues in Nashua, data collectors go to each property and will physically inspect the **exterior only** to verify the measurements of each building. The data collector will note a building's size, age, condition, quality of construction, improvements, topography, utilities, and numerous other characteristics.

The City of Nashua and VGS fully understand the sensitivities of the interior inspection process. When the interior inspections resume, Vision will send a "call back letter" to property owners asking them to call and set up an appointment for an interior inspection.

With an understanding of security and privacy matters in today's world, both the City of Nashua and VGS wish to make the inspection process as safe and 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. An exterior digital image will also be taken as part of this project.

If you have any questions about the revaluation process or need additional information, please contact the Assessing Department 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.

Sincerely,

Assessing Department  
City of Nashua



## 2019-2022 Full Measure & List Appraisal and Revaluation

### Project Updates & Milestones:

#### **\*\*\*Important Update\*\*\***

**City-wide Revaluation Project - Interior inspections suspended. Exterior inspections continue.**

The City of Nashua continues to actively monitor the Coronavirus Disease 2019 (COVID-19) situation and is committed to the continued health and optimal safety of our residents. Based upon the recommended social distancing protocols established by the Center for Disease Control, the City amended the contract with Vision Government Solutions for the 2020-2022 Full Revaluation and suspended interior inspections effectively immediately. When it is safe to do so, Vision will contact the property owner by mail and schedule an interior inspection. Vision will continue to conduct exterior inspection only.

[DRA Revaluation Guidelines During COVID-19](#)  
[20200316 Amendment to Cyclical Revaluation Contract](#)

#### **Bi-Weekly Status Updates:**

[March 11, 2020 Status Update](#)

[March 24, 2020 Status Update](#)

[March 31, 2020 Status Update](#)

[April 4, 2020 Status Update](#)

[April 16, 2020 Status Update](#)

[April 18, 2020 Status Update](#)

[April 25, 2020 Status Update](#)

[May 2, 2020 Status Update](#)

[May 9, 2020 Status Update](#)

[May 16, 2020 Status Update](#)

[May 23, 2020 Status Update](#)

2020-2022 Revaluation is a BTLA ordered reassessment. Please find below the Board of Tax & Land Appeals Order for Reassessment and quarterly mandated updates.

[20200407\\_ BTLA Order for Reassessment](#)

[20200304-Joint Statement of the City of Nashua and the NH DRA](#)

[20191029\\_ BTLA Order for Reassessment](#)

[Special Board of Assessor's Meeting on 3/2/2020 at 4pm in the Auditorium.](#)

This is a startup meeting for the Full Measure & List Revaluation. The NH DRA and Vision Government Solutions will be attending this meeting. Please see video archive below.



02/28/2020

[City of Nashua Begins Data Collection](#)

The N.H. Department of Revenue has approved the contract between The City of Nashua and Vision Government Solutions for the 2020-2022 Full Measure and List.

[2020-22-Cyclical Revaluation Approval](#)

[Proposed Cyclical Revaluation Contract BTLA Reassessment Order](#)

The contract will be submitted to the Finance Committee for approval at the February 19th meeting.

[Finance Committee Agenda 02.19.2020](#)

[Memo-20-083-2020-22-Cyclical Revaluation Contract](#)

If approved the contract will then be on the agenda for approval by the full Board of Aldermen on February 25th.

R-19-159 - BONDING RESOLUTION PASSES THE BOARD OF ALDERMEN – for a copy of the approved resolution visit <https://www.nashuanh.gov/ArchiveCenter/ViewFile/Item/6170>

Nashua issued a request for proposals (RFP), [RFP0023-092619 \(PDF\)](#), on August 28<sup>th</sup>.

On September 5th the city held a Non-Mandatory Pre-Proposal Meeting. Two firms attended: Vision Government Solutions and Tyler Technologies.

The deadline for questions to the city was September 9th and the city posted answers to all questions received on September 11th.

On September 26th all RFP Responses were due by 3PM. Proposals were received from the following appraisal firms:

[Corcoran Consulting Associates, Inc.](#) - RFP PDF  
Wolfeboro Falls, NH  
\$1,285,000

[Tyler Technologies](#) - RFP PDF  
Moraine, OH  
\$1,140,000

[KRT Appraisal](#) - RFP PDF  
Haverhill, MA  
\$1,400,000

[Vision Government Solutions](#) - RFP PDF  
Hudson, MA  
\$1,125,000

A city committee, comprised of staff from Administrative Services, Assessing, Finance, Legal, Purchasing and Economic Development, reviewed the proposals, conducted interviews and recommended the selection of Vision Government Solutions.

On Monday, October 28th the Board of Assessors held a special meeting. After review of the proposals, the Board of Assessors voted to recommend to the Board of Aldermen, the selection of Vision Government Solutions.

The city will move forward drafting a contract, consulting with Vision Government Solutions, and obtaining contract approval from the NH Department of Revenue, the Finance committee and the Board of Aldermen.

Cyclical revaluation shall commence in tax year 2019 and run through tax year 2022.



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## Public Notices

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March 17, 2020 8:00 AM

**City-wide Revaluation Project - Interior inspections suspended.  
Exterior inspections continue**

March 17, 2020

The City of Nashua continues to actively monitor the Coronavirus Disease 2019 (COVID-19) situation and is committed to the continued health and optimal safety of our residents. Based upon the recommended social distancing protocols established by the Center for Disease Control, the City amended the contract with Vision Government Solutions for the 2020-2022 Full Revaluation and suspended interior inspections effectively immediately. When it is safe to do so, Vision will contact the property owner by mail and schedule an interior inspection. Vision will continue to conduct exterior inspection only.

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March 3, 2020

The Appraisal Firm of Vision Government Solutions has been hired by the City of Nashua to begin a City-wide Revaluation Project.

Vision staff will start data collection in Ward 1 on March 3, 2020.

With your permission, the Vision staff member will request to inspect the interior, measure the exterior of all residential and commercial properties.

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.

### Tools

[RSS](#)

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### Categories

#### [All Categories](#)

- [Announcements](#)
- [City Office Closings](#)
- [Emergency Alerts](#)
- [Engineering](#)
- [Public Notices](#)
- [Road Closing, Detours & Delays](#)
- [Solid Waste Department](#)
- [Transit Alerts](#)

This process helps assure that your assessment will be fair and based on complete and accurate information. Without such cooperation, data collectors are forced to estimate how many bedrooms, bathrooms, etc., there are in your home. For more information about this project and process please visit our website at <https://www.nashuanh.gov/1285/2022-Full-Measure-List-Appraisal-and-Rev>

[Full Measure & List Appraisal and Revaluation](#)

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[Next Alert ▶](#)

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**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:** Assesshelp@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 2<sup>nd</sup> 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 2<sup>nd</sup> 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](http://www.nashuanh.gov/assessing).

**CITY OF NASHUA  
ASSESSING DEPARTMENT  
MONTHLY MONITOR**

March 31, 2020

Volume 8

**Mailing Address:**  
PO Box 2019  
Nashua, NH 03061

**Phone:** 603-589-3040  
**Fax:** 603-589-3079  
**Email:** Assesshelp@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**

**April 16th**  
**Regular Meeting**  
9:00 – 11:00 am

**City Hall Auditorium**

*Note: In accordance with the Governor's Emergency Order, Board Members and Staff may be participating remotely. The meeting will be aired on Ch. 16.*

**IMPORTANT  
DEADLINES**

Elderly Exemption  
Solar Energy Exemption  
Disabled Exemption  
Blind Exemption  
Veterans Exemption  
Charitable/Religious  
& Educational Exemption  
April 15, 2020  
Applications may be  
mailed or placed in the  
city drop box at the Elm  
Street entrance of city  
hall.

**The City of Nashua Suspends Interior  
Inspections**

The City of Nashua continues to actively monitor the Coronavirus Disease 2019 (COVID-19) situation and is committed to the continued health and optimal safety of our residents. Based upon the recommended social distancing protocols established by the Center for Disease Control, the City amended the contract with Vision Government Solutions for the 2020-2022 Full Revaluation and suspended interior inspections effective March 16th. When it is safe to do so, Vision will contact the property owner by mail and schedule an interior inspection. Vision will continue to conduct exterior inspection only.

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. 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.

You may gather more information about the Full Revaluation project on a direct link at <https://www.nashuanh.gov/1285/2022-Full-Measure-List-Appraisal-and-Rev> or at the Assessing Department 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/>

**Building  
Permit  
Inspections**

If a building permit was issued for work on your home that requires an inspection from our office, assessors will resume interior inspections after city hall returns to normal operations. Exterior inspections on new construction have continued where possible.

For more information please call our office at (603)589-3040.

**ASSESSING DEPARTMENT OPERATING REMOTELY**

**NASHUA CITY HALL CLOSED 5 PM MARCH 18; ESSENTIAL SERVICES TO REMAIN AVAILABLE**

Nashua city government, public health and emergency management officials continue to actively monitor and respond to the rapidly evolving COVID-19 situation. Keeping in mind the health and safety of city residents and city employees, Nashua's City Hall closed to the public beginning Wednesday, March 18 until further notice.

- Abatement applications: Contact Assessing at [assesshelp@nashuanh.gov](mailto:assesshelp@nashuanh.gov) and inquiries will be responded to accordingly.
- Property Record Cards: May be sent to property owners via email; they may be requested at [assesshelp@nashuanh.gov](mailto:assesshelp@nashuanh.gov), or online at <https://assessing.nashuanh.gov/default.asp>
- Filing for and renewals of Exemptions and Credits: Information for verification or renewal can be sent by mail or dropped off in the drop box; questions can be directed to [assesshelp@nashuanh.gov](mailto:assesshelp@nashuanh.gov).
- Intents to Cut and Intents to Excavate: Can be mailed or scanned/sent to [assesshelp@nashuanh.gov](mailto:assesshelp@nashuanh.gov).
- GIS/map questions: visit our website at <https://www.nashuanh.gov/155/GIS> or email [assesshelp@nashuanh.gov](mailto:assesshelp@nashuanh.gov).

If you have any questions or need additional information, please contact the Assessor's Office at (603) 589-3040.

**THE ASSESSING "MONTHLY MONITOR" :**

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**CITY OF NASHUA**  
**ASSESSING DEPARTMENT**  
**MONTHLY MONITOR**

April 30, 2020

Volume 9

**Mailing Address:**  
PO Box 2019  
Nashua, NH 03061

**Phone: 603-589-3040**  
**Fax: 603-589-3079**  
**Email: Assesshelp@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**

**May 7th**  
**Regular Meeting**  
**9:00 – 11:00 am**

*Note: In accordance with the Governor's Emergency Order, Board Members and Staff will be participating remotely. The meeting will be aired on Ch. 16.*

**Number for someone to listen to the meeting is as follows:**

**Conference Bridge Number**  
**(978) 990-5298**

**Access Code. 273974**

**Note: this is a listen only phone bridge**

**The telephone number to call if people can't hear:**  
**603-821-2049**

**DEADLINES**

**Exemption Applications were due**

**April 15, 2020**

**Please call our office at 603-589-3040 with any questions.**

**ASSESSING DURING COVID19**

The City of Nashua continues to actively monitor the Coronavirus Disease 2019 (COVID-19) situation. Keeping in mind the health and safety of city residents and city employees, Nashua's City Hall closed to the public beginning Wednesday, March 18 until further notice. Staff has continued to assist our residents and conduct the essential work of the assessing department remotely, alternating days within the office as needed.

**April Assessing Metrics:**

- Processing Deeds. - which includes verifying property account, compare GIS with legal description and recorded plan, transferring property and verifying any exemption or credits on the property.
  - Process exemption/credit applications for 2020.
  - Called Elderly, Charitable, Religious and Educational recipients regarding reapplying for 2020 and the April 15 deadline.
  - Printing Building Permits and Property Record Cards for Vision
  - Printed 3,155 letters for Ward 2 property owners, stuffed in envelopes and majority mailed on 3/10/2020. Remainder mailed on 3.13.2020.
  - MLS and Sales Review. Data Entry for Sales Review and MLS review
  - Review of Commercial Building Permits and data entry/closing permit.
  - Field inspections to close building permits, pick up new construction and properties that have a UC Code.
  - Review and process agendas by Planning and Zoning Departments.
  - Answering inquiries from AssessHelp email.
  - Board of Assessor meeting held April 16<sup>th</sup> and scheduled for May 7<sup>th</sup>, process meeting and transcribe minutes.
  - Processing incoming Form A-9 & Form A-12's.
  - Review of Building Permits with Pictometry and update CAMA System and list for GIS Tech.
  - Training newest member of our department.
  - QC of all work done.
- 
- Inspections- # Approximately 92 properties
  - Calls to office- # Approximately 163
  - Emails to office- # Approximately 90
  - Permits issued to Vision: 34 week ending 4/3; 42 week ending 4/10; 46 Permits and Property Record Cards for week ending 4/17; 51 for week ending 4/24.
  - Approximately 70 New construction, building permit and special project inspections.
  - Staff meetings held Virtually each Friday

## **Building Permit Inspections**

**If a building permit was issued for work on your home that requires an inspection from our office, please call our office to set up a phone review appointment with one of our assessors. If you receive a letter from our office we ask for your cooperation during this difficult time. The continued safety of our residents remains our first priority.**

For more information please call our office at (603)589-3040.

## **2022 FULL MEASURE & LIST REVALUATION**

Based upon the recommended social distancing protocols established by the Center for Disease Control, the City amended the contract with Vision Government Solutions for the 2020-2022 Full Revaluation and suspended interior inspections effective March 16th. When it is safe to do so, Vision will contact the property owner by mail and schedule an interior inspection. Vision will continue to conduct exterior inspections only.

You may gather more information about the Full Revaluation project on a direct link at <https://www.nashuanh.gov/1285/2022-Full-Measure-List-Appraisal-and-Rev> or at the Assessing Department page of the City website. Weekly updates from Vision Government Solutions may also be found on this page. The NH Department of Revenue Administration recently provided guidance during the COVID-19 pandemic, this document can be found on our website. In part it states:

*“Assessors and Municipal Assessing Officials should devise an appropriate protocol for handling the field work - both the measure and list work and the verification under Rev 603.03(a)(3). Health and safety are always paramount concerns and even more so now, so assessors must follow the recommendations of federal and state health officials which would include that they not do field work when they have symptoms, if they have been found to be infected, or if they have been exposed to an infected person. They should maintain safe distancing, wear face masks and eye protection, wash and sanitize their hands and tools, they should not go into buildings where there are people who are sick or showing symptoms or who will not cooperate and wear face-masks. Review and follow the CDC recommendations: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html>”*

*“Moreover, Municipal Assessing Officials may, under Rev 603.03(a)(9)(g), determine that particular properties should not be inspected if there is any reason “that the property is inaccessible.” This rule can easily be applied to the current stay-at-home ordered circumstances and may be applicable in the future with respect to specific properties or property types when those orders may be relaxed. Just as the contracts and the rules currently provide for alternative method of data collection in cases where interior inspections are not possible, those methods can and should be employed when properties are not accessible due to stay at home orders or health and safety reasons. Revised protocols and contract amendments should be discussed with the Department.”*

## **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](http://www.nashuanh.gov/assessing).

**CITY OF NASHUA**  
**ASSESSING DEPARTMENT**  
**MONTHLY MONITOR**

May 30, 2020

Volume 10

Mailing Address:  
PO Box 2019  
Nashua, NH 03061

Phone: 603-589-3040  
Fax: 603-589-3079  
Email: [Assesshelp@nashuanh.gov](mailto:Assesshelp@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**

**June 4th**

**Regular Meeting**  
**9:00 – 11:00 am**

**June 25th\***

**Regular Meeting**  
**9:00 – 11:00 am**

\* Last Thursday instead of  
3<sup>rd</sup> Thursday in June to  
accommodate July 1<sup>st</sup>  
statutory deadline.

*Note: In accordance with  
the Governor's Emergency  
Order, Board Members  
and Staff will be  
participating remotely.  
The meeting will be aired  
on Ch. 16.*

Number for someone to  
listen to the meeting is as  
follows:  
Conference Bridge Number  
(978) 990-5298  
Access Code. 273974  
Note: this is a listen only  
phone bridge  
The telephone number to  
call if people can't hear:  
603-821-2049

**New Assessing Temporary COVID19 Procedures**  
**Building Permits & Abatements**

Due to the Covid-19 pandemic the Board of Assessors, on May 21<sup>st</sup>, approved temporary procedures for the inspection of properties that have open building permits and those properties whose owners filed for abatements.

**Building Permits:** In lieu of conducting interior inspections following improvements described in building permits, we are mailing homeowners a questionnaire that they can answer, sign and return to the Assessing Department in the self-addressed envelope provided. We also ask that, if possible, homeowners provide photos of the work completed. Photos of interior work can be emailed to us at [assesshelp@nashuanh.gov](mailto:assesshelp@nashuanh.gov), please be sure to include your name address & account number. Once this signed form is returned, an assessor will contact you via telephone to review the information about your property.

Exterior inspections will be conducted in the usual manner. Assessors will inspect the exterior of any additions, wood decks, inground pools, etc., and take necessary measurements.

**Abatements:** Residents who filed for an abatement of their 2019 property tax will also receive a questionnaire to be filled out, along with a copy of their property record card and a self-addressed envelope. Residents need to review their property record card to verify the information on it, fill out the questionnaire, then return the questionnaire in the envelope provided. It is important that this questionnaire be returned to the Assessing Department **as soon as possible** so that the abatement application can be processed. An assessor will contact you via telephone to review all information about your property and also inform the resident the approximate time they will conduct an exterior inspection only.

Residents are encouraged to contact the Assessing Department at (603) 589-3040 or email them at [assesshelp@nashuanh.gov](mailto:assesshelp@nashuanh.gov), if they have any questions or need help with the questionnaires.

## **FY2020-2022 Full Measure & List Update**

**Based upon the recommended social distancing protocols established by the Center for Disease Control, the City amended the contract with Vision Government Solutions for the 2020-2022 Full Revaluation and suspended interior inspections effective March 16th. When it is safe to do so, Vision will contact the property owner by mail and schedule an interior inspection. Vision will continue to conduct exterior inspections only. You may gather more information about the Full Revaluation project on a direct link at <https://www.nashuanh.gov/1285/2022-Full-Measure-List-Appraisal-and-Rev> or at the Assessing Department page of the City website. Weekly updates from Vision Government Solutions may also be found on this page.**

## **Exemption and Credits Update**

The City of Nashua continues to actively monitor the evolving health situation regarding the COVID-19 Pandemic and is deeply committed to the health and safety of our residents. Based on recommended social distancing protocols established by the Center for Disease Control, our office is modifying the way we gather information to process 2020 Exemption Applications. If you have applied for an exemption through the Assessing Department, forms that need to be signed by applicants for any credit or exemption they have applied for will be mailed out. Please respond promptly by signing and returning the forms to us as soon as possible.

### **July 1<sup>st</sup> Deadline**

The Assessing Department is currently working diligently on applications received for the Elderly, Disabled, Blind, Solar, Improvements for Persons with Disabilities, Charitable, Religious and Educational exemptions, and Veterans' Credits. These applicants will get a response, by way of Form PA-35 by July 1, 2020. This letter will state whether or not the application was approved. Abatement applicants will receive a status letter. The tax bill that is due on July 1<sup>st</sup> is still due then. Please make sure to pay it before July 1<sup>st</sup> in order to avoid any interest accrual. If approved the exemption/credit will be applied on the December tax bill and the tax office will refund any overpayment, if warranted, will be done after the December tax bills go out.

### **Address Changes**

Mailing address changes can be made by the current owner by contacting the Assessing Department in writing. There is a form on our website, <https://www.nashuanh.gov/173/Change-of-Address>, or a simple address change letter with the property address, account number phone number and new mailing address. Please make sure that the property owner's signature is included. These may be submitted via email at [assesshelp@nashuanh.gov](mailto:assesshelp@nashuanh.gov), mailed to City of Nashua, Assessing Department, PO Box 2019, Nashua, NH, 03061-2019 or faxed to 603-589-3079.

## **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](http://www.nashuanh.gov/assessing).**



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**Board of Assessor Online Meeting for June 4, 2020  
Agenda**

An online meeting of the Board of Assessors is scheduled for Thursday, June 4, 2020 at 9:00 AM via WebEx meeting.

Number for someone to *listen to the meeting* is as follows:

Conference Bridge Number (978) 990-5298

Access Code 273974

*Note: this is a listen only phone bridge*

*The telephone number to call if people can't hear: 603-821-2049*

- **Ninth Meeting of 2020.**
- **Motion:**
  - To approve the minutes of the non-public and public Board of Assessors meetings from May 21<sup>st</sup>, 2020.
- **New Business:**
  - Ms. Kimberly Kleiner, Administrative Services Director – Division Update
  - Corporation Counsel – BTLA decisions
  - 2020-2022 Revaluation Project Update – June Perry – Vision Government Solutions
- **Communications:**
  - None
- **Staff Items:**
  - Amanda Mazerolle – Credits
  - Lynn Cameron – Charitable Exemptions
  - Gary Turgiss – Abatements
- **Unfinished Business:**
  - None
- **Appointment:**
  - None
- **Comments by Members of the Board**
- **Non-Public Session**



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**Nashua, NH**  
**Revaluation Documentation**

**Suspension of Interior Inspections**

**NH Department of Revenue Guidance**  
**Amendment to contract with Vision Govt**  
**Solutions**

**Press Release to the Public and Media**

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# State of New Hampshire Department of Revenue Administration

109 Pleasant Street  
PO Box 487, Concord, NH 03302-0487  
Telephone (603) 230-5000  
www.revenue.nh.gov



Lindsey M. Stepp  
Commissioner  
  
Carolynn J. Lear  
Assistant Commissioner

MUNICIPAL AND PROPERTY  
DIVISION  
James P. Gerry  
Director  
  
Samuel T. Greene  
Assistant Director

## GUIDANCE REGARDING 2020 REVALUATION REQUIREMENTS DURING COVID-19

4.27.2020

Pursuant to RSA 21-J:3 I, V, and VI, the Department offers the following information to municipalities regarding scheduled 2020 revaluations. Furthermore, the Department is reporting on the current progress that municipalities and assessors have made in achieving these statutory and constitutional requirements. Finally, the Department is clarifying the various options available to Municipalities and Assessors in completing these revaluations.

1.

New Hampshire Constitution Part II, Article 6 requires communities to perform revaluations at least as often as every 5 years:

*[Valuation and Taxation.] The public charges of government, or any part thereof, may be raised by taxation upon polls, estates, and other classes of property, including franchises and property when passing by will or inheritance; and there shall be a valuation of the estates within the state taken anew once in every five years, at least, and as much oftener as the general court shall order.*

Furthermore, RSA 75:8-a provides:

*75:8-a Five-Year Valuation. – The assessors and/or selectmen shall reappraise all real estate within the municipality so that the assessments are at full and true value at least as often as every fifth year....*

The importance of regular revaluations is also a cornerstone to the NH Supreme Court’s decision *Sirrell v. State of New Hampshire*, 146 N.H. 364 (2001). Proportionality and equity in property taxation requires that everyone pays taxes based on the value of their property, and town-wide revaluations reset all properties to market value on a regular basis. Annual equalization apportions municipalities within a school district, a county and the State on an annual basis but does not account for fluctuations in value between neighborhoods and property types within a town created by market demand dynamics. As the Court reasoned in *Sirrell*, “Taxes must not

merely be 'proportional, but in due proportion, so that each individual's just share, and no more, shall fall upon him.' because otherwise "any one's payment of less than his share leaves more than their shares to be paid by his neighbors, his non-payment of his full share is a violation of their constitutional right." *Sirrell*, 146 N.H. at 370.

It remains the Department's position that communities scheduled to perform their 5-year revaluations in 2020 must continue to comply with this constitutional requirement. As such, it should also be noted that the Department has the responsibility to petition the BTLA whenever a municipality has not completed a lawful revaluation at least every five years. See RSA 21-J:3, XXV and RSA 71-B:16, V.

## 2.

As of April 24, 2020 there are approximately 60 municipalities scheduled to perform town-wide revaluations that will satisfy their required "values anew" for the 2020 tax year. The Department monitors revaluation work throughout the state and every community required to perform a revaluation in 2020 is somewhere in the process of achieving compliance. The Department reviews all assessing contracts prior to their execution. Based on documentation received by the Department, a couple of towns are still in the process of reviewing Requests for Proposals and a few municipalities are submitting, or making changes to already submitted contracts. These changes are being made to limit face-to-face inspection requirements with property owners and/or for fiscal reasons.

To date, the Department has had conversations with representatives of six communities in the State who have concerns about conducting a 2020 revaluation. All, to the Department's knowledge, are moving forward with revised revaluation plans. See item 3.

It should be recognized that there are contract assessors and municipal staff assessors who have negotiated and executed contracts with communities; held pre-revaluation meetings with the Department and municipality; collected and/or qualified sales data from the past 1-2 years; analyzed sales data to develop value benchmarks for all properties in the municipality; and are otherwise "in the midst of the process."

## 3.

There are several options recognized by the Rev 600 rules for town-wide revaluations which meet the constitutional and statutory obligations noted above.

In decreasing order of work and complexity they are as follows:

*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 601.16 "Cyclical revaluation" means the process of combining a full statistical revaluation of the entire municipality with a cyclical inspection process. (See also: 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 601.25 "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."*

A few communities this year, that were planning on performing a Full Revaluation with a full measure and list of all properties prior to setting values, for fiscal or social distancing reasons have decided that this is not a good environment in which to perform this type of extensive project. Instead, they are scaling back to more manageable full statistical revaluations, recognizing that comprehensive measure and list fieldwork can be performed over the course of one or more future years. However, for communities that have already had contracts approved for full revaluation, those contracts and the Rev 600 rules require measure and list. In addition, for those communities that have contracted for full statistical revaluations, those contracts and Rev 600 rules require a measure and list of sales used to support the statistical model.

For those communities conducting Cyclical Revaluations and that have been performing cyclical property inspections, over the past 2, 3, 4, 5 years, for instance, have typically completed their inspections prior to the revaluation year. "Callbacks" for property owners who have requested interior inspections, or any other cyclical inspections not already performed can be postponed or managed with appropriate safe-distancing as discussed below.

Essentially, what is minimally required to be performed at least as often as every five years is a Full Statistical Revaluation (sometimes referred to as an 'Update'). What can this look like in this time requiring social distancing? It requires the qualification and measure and list of sale properties. Specifically, sales qualification requires determining which sales in the municipality from the past one-to-two years (typically) were arm's length, open market sales. In order to qualify these sales, assessors can utilize a multiple listing service (MLS), PA-34 forms, telephonic interviews and deed information. All of these sales qualification methods can be performed without face-to-face contact. Rev 603.03(a), however, also requires interior and/or exterior inspection of the qualified sale property—a measure and list. Assessors and Municipal Assessing Officials should devise an appropriate protocol for handling the field work – both the measure and list work and the verification under Rev 603.03(a)(3). Health and safety are always paramount concerns and even more so now, so assessors must follow the recommendations of federal and state health officials which would include that they not do field work when they have symptoms, if they have been found to be infected, or if they have been exposed to an infected person. They should maintain safe distancing, wear face masks and eye protection, wash and

sanitize their hands and tools, they should not go into buildings where there are people who are sick or showing symptoms or who will not cooperate and wear face-masks. Review and follow the CDC recommendations: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html>

Moreover, Municipal Assessing Officials may, under Rev 603.03(a)(9)(g), determine that particular properties should not be inspected if there is any reason “that the property is inaccessible.” This rule can easily be applied to the current stay-at-home ordered circumstances and may be applicable in the future with respect to specific properties or property types when those orders may be relaxed. Just as the contracts and the rules currently provide for alternative methods of data collection in cases where interior inspections are not possible, those methods can and should be employed when properties are not accessible due to stay at home orders or health and safety reasons. Revised protocols and contract amendments should be discussed with the Department.

Once sales have been qualified and measured and listed, the process of establishing values is analytical and utilizes, in most cases, the assessor’s remote access/use of the computer assisted mass appraisal (CAMA) system. The remaining process is largely “distant” from taxpayers. Once preliminary values have been established, a final field (or desk) review is performed to make sure that values have been consistently applied property-to-property, neighborhood-to-neighborhood. A field review is usually performed on a “windshield” or “drive-up” basis and usually does not require contact with a property occupant.

The last step of a revaluation is typically an informal hearing process. The process provides the property owner with the opportunity to go over the property record card with the assessor or to otherwise ask questions about value or the process. Phone interviewers, web-based interactive meetings, or in-person, masked, interviews as late in the process as possible might be reasonable solutions to social distancing during the pandemic period. Again, if this is the case, the Department recommends that a standard operating procedure be decided upon between the municipality and the assessor and communicated to the Department via a revised contract addendum or in-house work plan.

  
Sam Greene, Assistant Director

**AMENDMENT TO THE CONTRACT**

**FOR THE CYCLICAL REVALUATION CONTRACT BTLA REASSESSMENT ORDER**

**LOCATED WITHIN THE CORPORATE LIMITS OF**

**NASHUA, NEW HAMPSHIRE**

THIS AMENDMENT made and entered into this 16<sup>th</sup> day of March, 2020, by and between the CITY OF NASHUA, a municipal corporation having its territorial limits within the County of Hillsborough, State of New Hampshire, acting by and through its Mayor having been so duly authorized, hereinafter termed the "CITY"; and VISION GOVERNMENT SOLUTIONS, INC. , a Massachusetts corporation with a principal place of business at 1 Cabot Road, Hudson, MA 01749, hereinafter termed "VISION" or "CONTRACTOR," hereby amends the contract titled, "Cyclical Revaluation Contract BTLA Reassessment Order within the Corporate Limits of Nashua, New Hampshire" dated February 25, 2020 and executed by and between the parties ("Agreement"). The parties agree to "temporarily" change the data collection procedures within section 3.1.3 of the Agreement. The parties agree that the Agreement and its Exhibits, Schedules and other attachments shall remain in full force and effect unless specifically modified herein.

As used in this Amendment "Restricted Period" shall mean that period of time as determined by the Mayor of Nashua during which prudence suggests that special precautions be taken to prevent the spread of the novel corona virus.

Section 3.1.3 of the Agreement is modified as follows:

3.1.3 During the Restricted Period, Contractor shall only make an exterior inspection of the property, and shall make a note with the date of the visit to the property. Following the Mayor's determination that the Restricted Period has ended Contractor shall send a letter to the property owner of property having received an exterior inspection during the Restricted Period 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. Contractor shall at all times comply with the recommended social distancing protocols established by the Center for Disease Control.

Following the conclusion of the Restricted Period the original provisions of Section 3.1.3 of the Agreement shall apply to all property not yet inspected.

IN WITNESS HEREOF, the CITY OF NASHUA, New Hampshire and VISION have executed this amendment on the date first above-mentioned by their duly authorized officers.

VISION GOVERNMENT SOLUTIONS, INC.

7113001

Signature

KEVIN BULLOCK, CFO

Print Name and Title

CITY OF NASHUA, NEW HAMPSHIRE

James W. Donohue

Signature

James W. Donohue

Print Name and Title

Mayor



# 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: March 16, 2020**

**Contact:** Kim Kleiner, Administrative Services Director

(603) 589-3025

[kleinerk@nashuanh.gov](mailto:kleinerk@nashuanh.gov)

## The City of Nashua **Temporarily** suspends Interior Inspections

The City of Nashua continues to actively monitor the Coronavirus Disease 2019 (COVID-19) situation and is committed to the continued health and optimal safety of our residents. Based upon the recommended social distancing protocols established by the Center for Disease Control, the City amended the contract with Vision Government Solutions for the 2020-2022 Full Revaluation and suspended interior inspections effectively immediately.

As the data collection continues in Nashua, data collectors will go to each property and will physically inspect the exterior only, to verify the measurements of each building. The data collector will note a building's size, age, condition, quality of construction, improvements, topography, utilities, and numerous other characteristics.

Nashua will continue to suspend all interior inspections, until the Nashua Department of Public Health and local officials have advised that special precautions to limit the exposure of the novel corona virus are no longer necessary.

**Once the restrictions are lifted,** Vision Government Solutions will send a letter to the property owner of properties having received an exterior inspection during this period requesting that the property owner call to arrange for an interior inspection.

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 more information on Coronavirus Disease 2019 (COVID-19), please visit the city website, <https://www.nashuanh.gov/1332/COVID-19>.

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**Nashua, NH**  
**Revaluation Documentation**

**Vision Government Solutions**  
**Project Status Reports**

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**Project Status Report**  
**From June Perry**  
**City of Nashua NH**  
**Date: March 11, 2020**

| <b>CODE</b>  | <b>TASK</b>  |
|--------------|--|
| 100          | Bonding, Office Set-up, Project Set-up, Public Relations   |
| 200          | Data Collection, Data Mailers, Building Permits, Sales Inspections, Quality Control and Data Entry       |
| 300          | Residential Valuation  |
| 400          | Commercial/Industrial Valuation  |
| 500          | Residential Field Review, Data Entry   |
| 600          | Commercial/Industrial Field review, Income Production, Reconcile Cost and Income                         |
| 700          | Digital Imaging, Documentation   |
| 900/<br>1000 | Project Finalization, Change Notices, Special Land Pricing, Client Meetings, Support of Values, Goodwill |
|              |  |

**Task 100/200**

- Bonding is complete. GIS maps have been provided. Building permits are being completed by the City through April 1, 2020. Vision is responsible for building permits through April 1, 2022.
- Public Relations will be on going throughout the project, with on-going sample press releases provided, and meetings available upon request.
- Updates will be provided throughout the project.
- The initial startup meeting with the Board and DRA was March 2, 2020 at City Hall.

 **VISION**  
GOVERNMENT SOLUTIONS

- Project commenced March 3<sup>rd</sup>, 2020.
- Data Collection guidelines have been completed. Lister's information has been completed and the police department has been informed of all aspects of the data collection phase of the revaluation.
- Data entry will be ongoing throughout the project, commencing after June 2020.
- Usernames and passwords have been assigned, and will have people associated with them as we move closer to starting the data entry.
- Daily communication with the Assessor's office is on-going concerning the progress of the data collection as well as any issues to be addressed.
- Rick Kulp is the onsite Projects Staff Appraiser.
  
- Ward 1 Property record cards have been printed.
- Ward 2 is scheduled to be printed next.
- Images are being taken and will coincide with production numbers.
- **The database is live in Nashua NH**
  
- Data collection has started in Ward 1  
Ward 1 count 3,869

The following is the measure and listing numbers accountable as of March 7, 2020

Total Residential Improved Parcel Count    25,605

|                                 |     |
|---------------------------------|-----|
| Measures                        | 210 |
| Total Interior Inspections      | 83  |
| Refusals to Date - Partial/Full | 7/7 |

|                             |        |
|-----------------------------|--------|
| Total Measures with refusal | 217/97 |
| Entry Rate                  | 39 %   |
| Entry rate with refusals    | 45 %   |

Total Percent Complete Measured    .08%

Appointments to date

 **VISION**  
GOVERNMENT SOLUTIONS

Total Commercial/Industrial/Exempt Improved Parcel Count 1,964

Total Measures 0

Total Interior Inspections 0

Entry Rate 0%

Total Percent Complete Measured 0%

Refusals to Date 0

Task 300/400

- Residential valuation is scheduled to commence in 2022.
- Preliminary analysis in 2022
- Income and Expense forms are being sent out by the Assessor's office.

Task 500/600

- Field review is scheduled to be completed in 2022.

Task 900

- **The following timetable is for the hearing phase of the job through the project's completion.**
- Impact notice mailing no later than July 2022.
- Appointments taken for hearings scheduled for July/August 2022.
- Hearings scheduled for July/August 2022.
- Second Impact Notices mailed by August 2022.
- Project Completed by September 1, 2022.

*If you should have any questions, please do not hesitate to call.*

*Sincerely,*

**June Perry**  
**Project Manager**  
**508-351-3634**



**Project Status Report**  
**From June Perry**  
**City of Nashua NH**  
**Date: March 28, 2020**

| <b>CODE</b>  | <b>TASK</b>  |
|--------------|--|
| 100          | Bonding, Office Set-up, Project Set-up, Public Relations   |
| 200          | Data Collection, Data Mailers, Building Permits, Sales Inspections, Quality Control and Data Entry       |
| 300          | Residential Valuation  |
| 400          | Commercial/Industrial Valuation  |
| 500          | Residential Field Review, Data Entry   |
| 600          | Commercial/Industrial Field review, Income Production, Reconcile Cost and Income                         |
| 700          | Digital Imaging, Documentation   |
| 900/<br>1000 | Project Finalization, Change Notices, Special Land Pricing, Client Meetings, Support of Values, Goodwill |
|              |  |

**Task 100/200**

- Bonding is complete. GIS maps have been provided. Building permits are being completed by the City through April 1, 2020. Vision is responsible for building permits through April 1, 2022.
- Public Relations will be on going throughout the project, with on-going sample press releases provided, and meetings available upon request.
- Updates will be provided throughout the project.
- The initial startup meeting with the Board and DRA was March 2, 2020 at City Hall.



**VISION**  
GOVERNMENT SOLUTIONS

- Project commenced March 3<sup>rd</sup>, 2020.
- Data Collection guidelines have been completed. Lister's information has been completed and the police department has been informed of all aspects of the data collection phase of the revaluation.
- Data entry will be ongoing throughout the project, commencing after June 2020.
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- Ward 1 Property record cards have been printed.
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- Images are being taken and will coincide with production numbers.
- **The database is live in Nashua NH**
  
- Data collection has started in Ward 1  
Ward 1 count 3,869

The following is the measure and listing numbers accountable as of March 28, 2020

Total Residential Improved Parcel Count    25,605

|                                 |      |
|---------------------------------|------|
| Measures                        | 1559 |
| Total Interior Inspections      | 167  |
| Refusals to Date - Partial/Full | 7/48 |

Total Measures with refusal                    1607

Total Percent Complete Measured    6 %

Appointments to date



**VISION**  
GOVERNMENT SOLUTIONS

Total Commercial/Industrial/Exempt Improved Parcel Count 1,964

Total Measures 0

Total Interior Inspections 0

Entry Rate 0%

Total Percent Complete Measured 0%

Refusals to Date 0

Task 300/400

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- Income and Expense forms are being sent out by the Assessor's office.

Task 500/600

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- Project Completed by September 1, 2022.

*If you should have any questions, please do not hesitate to call.*

*Sincerely,*

**June Perry**  
**Project Manager**  
**508-351-3634**



**Project Status Report**  
**From June Perry**  
**City of Nashua NH**  
**Date: April 4, 2020**

| <b>CODE</b>  | <b>TASK</b>  |
|--------------|--|
| 100          | Bonding, Office Set-up, Project Set-up, Public Relations   |
| 200          | Data Collection, Data Mailers, Building Permits, Sales Inspections, Quality Control and Data Entry       |
| 300          | Residential Valuation  |
| 400          | Commercial/Industrial Valuation  |
| 500          | Residential Field Review, Data Entry   |
| 600          | Commercial/Industrial Field review, Income Production, Reconcile Cost and Income                         |
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| 900/<br>1000 | Project Finalization, Change Notices, Special Land Pricing, Client Meetings, Support of Values, Goodwill |
|              |  |

**Task 100/200**

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**VISION**  
GOVERNMENT SOLUTIONS

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- Ward 2 Property record cards have also been printed.
- Images are being taken and will coincide with production numbers.
- **The database is live in Nashua NH**
  
- Data collection has started in Ward 1  
Ward 1 count 3,869

The following is the measure and listing numbers accountable as of April 4, 2020

Total Residential Improved Parcel Count    25,605

|                                 |      |
|---------------------------------|------|
| Measures                        | 2013 |
| Total Interior Inspections      | 172  |
| Refusals to Date - Partial/Full | 7/65 |

Total Measures with refusal                    2078

Total Percent Complete Measured    8 %

Appointments to date

 **VISION**  
GOVERNMENT SOLUTIONS

Total Commercial/Industrial/Exempt Improved Parcel Count 1,964

Total Measures 0  
Total Interior Inspections 0  
Entry Rate 0%

Total Percent Complete Measured 0%

Refusals to Date 0

Task 300/400

- Residential valuation is scheduled to commence in 2022.
- Preliminary analysis in 2022
- Income and Expense forms are being sent out by the Assessor's office.

Task 500/600

- Field review is scheduled to be completed in 2022.

Task 900

- **The following timetable is for the hearing phase of the job through the project's completion.**
- Impact notice mailing no later than July 2022.
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- Hearings scheduled for July/August 2022.
- Second Impact Notices mailed by August 2022.
- Project Completed by September 1, 2022.

*If you should have any questions, please do not hesitate to call.*

*Sincerely,*

**June Perry**  
**Project Manager**  
**508-351-3634**



**Project Status Report**  
**From June Perry**  
**City of Nashua NH**  
**Date: April 16, 2020**

| <b>CODE</b>  | <b>TASK</b>  |
|--------------|--|
| 100          | Bonding, Office Set-up, Project Set-up, Public Relations   |
| 200          | Data Collection, Data Mailers, Building Permits, Sales Inspections, Quality Control and Data Entry       |
| 300          | Residential Valuation  |
| 400          | Commercial/Industrial Valuation  |
| 500          | Residential Field Review, Data Entry   |
| 600          | Commercial/Industrial Field review, Income Production, Reconcile Cost and Income                         |
| 700          | Digital Imaging, Documentation   |
| 900/<br>1000 | Project Finalization, Change Notices, Special Land Pricing, Client Meetings, Support of Values, Goodwill |

**Task 100/200**

- Bonding is complete. GIS maps have been provided. Building permits are being completed by the City through April 1, 2020. Vision is responsible for building permits through April 1, 2022.
- Public Relations will be on going throughout the project, with on-going sample press releases provided, and meetings available upon request.
- Updates will be provided throughout the project.
- The initial startup meeting with the Board and DRA was March 2, 2020 at City Hall.



 **VISION**  
GOVERNMENT SOLUTIONS

Total Commercial/Industrial/Exempt Improved Parcel Count 1,964

Total Measures 0  
Total Interior Inspections 0  
Entry Rate 0%

Total Percent Complete Measured 0%

Refusals to Date 0

Task 300/400

- Residential valuation is scheduled to commence in 2022.
- Preliminary analysis in 2022
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Task 500/600

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*If you should have any questions, please do not hesitate to call.*

*Sincerely,*

**June Perry**  
**Project Manager**  
**508-351-3634**



**Project Status Report**  
**From June Perry**  
**City of Nashua NH**  
**Date: April 25, 2020**

| <b>CODE</b>  | <b>TASK</b>  |
|--------------|--|
| 100          | Bonding, Office Set-up, Project Set-up, Public Relations   |
| 200          | Data Collection, Data Mailers, Building Permits, Sales Inspections, Quality Control and Data Entry       |
| 300          | Residential Valuation  |
| 400          | Commercial/Industrial Valuation  |
| 500          | Residential Field Review, Data Entry   |
| 600          | Commercial/Industrial Field review, Income Production, Reconcile Cost and Income                         |
| 700          | Digital Imaging, Documentation   |
| 900/<br>1000 | Project Finalization, Change Notices, Special Land Pricing, Client Meetings, Support of Values, Goodwill |

**Task 100/200**

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 **VISION**  
GOVERNMENT SOLUTIONS

Total Commercial/Industrial/Exempt Improved Parcel Count 1,964

Total Measures 0  
Total Interior Inspections 0  
Entry Rate 0%

Total Percent Complete Measured 0%

Refusals to Date 0

Task 300/400

- Residential valuation is scheduled to commence in 2022.
- Preliminary analysis in 2022
- Income and Expense forms are being sent out by the Assessor's office.

Task 500/600

- Field review is scheduled to be completed in 2022.

Task 900

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*If you should have any questions, please do not hesitate to call.*

*Sincerely,*

**June Perry**  
**Project Manager**  
**508-351-3634**



**Project Status Report**  
**From June Perry**  
**City of Nashua NH**  
**Date: May 2, 2020**

| <b>CODE</b>  | <b>TASK</b>  |
|--------------|--|
| 100          | Bonding, Office Set-up, Project Set-up, Public Relations   |
| 200          | Data Collection, Data Mailers, Building Permits, Sales Inspections, Quality Control and Data Entry       |
| 300          | Residential Valuation  |
| 400          | Commercial/Industrial Valuation  |
| 500          | Residential Field Review, Data Entry   |
| 600          | Commercial/Industrial Field review, Income Production, Reconcile Cost and Income                         |
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| 900/<br>1000 | Project Finalization, Change Notices, Special Land Pricing, Client Meetings, Support of Values, Goodwill |
|              |  |

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VISION  
GOVERNMENT SOLUTIONS

- Project commenced March 3<sup>rd</sup>, 2020.
- Data Collection guidelines have been completed. Lister's information has been completed and the police department has been informed of all aspects of the data collection phase of the revaluation.
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- Rick Kulp is the onsite Projects Staff Appraiser.
  
- Ward 1 Property record cards have been printed.
- Ward 2 Property record cards have also been printed.
- Images are being taken and will coincide with production numbers.
- **The database is live in Nashua NH**
  
- Data collection has started in Ward 1  
Ward 1 count 3,869 – C/I/E not started as of yet @380  
Ward 2 count 3,478

The following is the measure and listing numbers accountable as of May 2, 2020

Total Residential Improved Parcel Count 25,605

Measures 5004

Total Interior Inspections 172

Refusals to Date - Partial/Full 7/77

Total Measures with refusal 5081

Total Percent Complete Measured 19 %

Appointments to date

 **VISION**  
GOVERNMENT SOLUTIONS

Total Commercial/Industrial/Exempt Improved Parcel Count 1,964

Total Measures 0  
Total Interior Inspections 0  
Entry Rate 0%

Total Percent Complete Measured 0%

Refusals to Date 0

Building permits measured to date 63

Task 300/400

- Residential valuation is scheduled to commence in 2022.
- Preliminary analysis in 2022
- Income and Expense forms are being sent out by the Assessor's office.

Task 500/600

- Field review is scheduled to be completed in 2022.

Task 900

- **The following timetable is for the hearing phase of the job through the project's completion.**
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- Project Completed by September 1, 2022.

*If you should have any questions, please do not hesitate to call.*

*Sincerely,*

*June Perry  
Project Manager  
508-351-3634*



**Project Status Report**  
**From June Perry**  
**City of Nashua NH**  
**Date: May 9, 2020**

| <b>CODE</b>  | <b>TASK</b>  |
|--------------|--|
| 100          | Bonding, Office Set-up, Project Set-up, Public Relations   |
| 200          | Data Collection, Data Mailers, Building Permits, Sales Inspections, Quality Control and Data Entry       |
| 300          | Residential Valuation  |
| 400          | Commercial/Industrial Valuation  |
| 500          | Residential Field Review, Data Entry   |
| 600          | Commercial/Industrial Field review, Income Production, Reconcile Cost and Income                         |
| 700          | Digital Imaging, Documentation   |
| 900/<br>1000 | Project Finalization, Change Notices, Special Land Pricing, Client Meetings, Support of Values, Goodwill |
|              |  |

**Task 100/200**

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 **VISION**  
GOVERNMENT SOLUTIONS

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- Ward 3 Property record cards have been printed.
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- **The database is live in Nashua NH**
  
- Data collection has started in Ward 1  
Ward 1 count 3,869 – C/I/E not started as of yet @380  
Ward 2 count 3,478  
Ward 3 count 2,845

The following is the measure and listing numbers accountable as of May 9, 2020

Total Residential Improved Parcel Count    25,605

|                                 |      |
|---------------------------------|------|
| Measures                        | 5568 |
| Total Interior Inspections      | 172  |
| Refusals to Date - Partial/Full | 7/77 |

Total Measures with refusal                    5645

Total Percent Complete Measured    22 %

Appointments to date



Total Commercial/Industrial/Exempt Improved Parcel Count 1,964

Total Measures 0  
Total Interior Inspections 0  
Entry Rate 0%

Total Percent Complete Measured 0%

Refusals to Date 0

Building permits measured to date 89

**Task 300/400**

- Residential valuation is scheduled to commence in 2022.
- Preliminary analysis in 2022
- Income and Expense forms are being sent out by the Assessor's office.

**Task 500/600**

- Field review is scheduled to be completed in 2022.

**Task 900**

- **The following timetable is for the hearing phase of the job through the project's completion.**
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*If you should have any questions, please do not hesitate to call.*

*Sincerely,*

**June Perry**  
**Project Manager**  
**508-351-3634**



**Project Status Report**  
**From June Perry**  
**City of Nashua NH**  
**Date: May16, 2020**

| <b>CODE</b>  | <b>TASK</b>  |
|--------------|--|
| 100          | Bonding, Office Set-up, Project Set-up, Public Relations   |
| 200          | Data Collection, Data Mailers, Building Permits, Sales Inspections, Quality Control and Data Entry       |
| 300          | Residential Valuation  |
| 400          | Commercial/Industrial Valuation  |
| 500          | Residential Field Review, Data Entry   |
| 600          | Commercial/Industrial Field review, Income Production, Reconcile Cost and Income                         |
| 700          | Digital Imaging, Documentation   |
| 900/<br>1000 | Project Finalization, Change Notices, Special Land Pricing, Client Meetings, Support of Values, Goodwill |
|              |  |

**Task 100/200**

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 **VISION**  
GOVERNMENT SOLUTIONS

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- Ward 3 Property record cards have been printed.
- Images are being taken and will coincide with production numbers.
- **The database is live in Nashua NH**
  
- Data collection  
Ward 1 count 3,869 – C/I/E not started as of yet  
Ward 2 count 3,478  
Ward 3 count 2,845

The following is the measure and listing numbers accountable as of May 16, 2020

Total Residential Improved Parcel Count    25,605

|                                 |      |
|---------------------------------|------|
| Measures                        | 6204 |
| Total Interior Inspections      | 172  |
| Refusals to Date - Partial/Full | 7/77 |

Total Measures with refusal                    6281

Total Percent Complete Measured    24 %

Appointments to date



Total Commercial/Industrial/Exempt Improved Parcel Count 1,964

Total Measures 0  
Total Interior Inspections 0  
Entry Rate 0%

Total Percent Complete Measured 0%

Refusals to Date 0

Building permits measured to date 118

Task 300/400

- Residential valuation is scheduled to commence in 2022.
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Task 500/600

- Field review is scheduled to be completed in 2022.

Task 900

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*Sincerely,*

**June Perry**  
**Project Manager**  
**508-351-3634**



**Project Status Report**  
**From June Perry**  
**City of Nashua NH**  
**Date: May 23, 2020**

| <b>CODE</b>  | <b>TASK</b>  |
|--------------|--|
| 100          | Bonding, Office Set-up, Project Set-up, Public Relations   |
| 200          | Data Collection, Data Mailers, Building Permits, Sales Inspections, Quality Control and Data Entry       |
| 300          | Residential Valuation  |
| 400          | Commercial/Industrial Valuation  |
| 500          | Residential Field Review, Data Entry   |
| 600          | Commercial/Industrial Field review, Income Production, Reconcile Cost and Income                         |
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| 900/<br>1000 | Project Finalization, Change Notices, Special Land Pricing, Client Meetings, Support of Values, Goodwill |

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**VISION**  
GOVERNMENT SOLUTIONS

- Project commenced March 3<sup>rd</sup>, 2020.
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- Ward 3 Property record cards have been printed.
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- **The database is live in Nashua NH**
  
- Data collection  
Ward 1 count 3,869 – C/I/E not started as of yet  
Ward 2 count 3,478  
Ward 3 count 2,845

The following is the measure and listing numbers accountable as of May 23, 2020

Total Residential Improved Parcel Count    25,605

|                                 |      |
|---------------------------------|------|
| Measures                        | 6517 |
| Total Interior Inspections      | 172  |
| Refusals to Date - Partial/Full | 7/79 |

Total Measures with refusal                    6596

Total Percent Complete Measured    25 %

Appointments to date



Total Commercial/Industrial/Exempt Improved Parcel Count 1,964

Total Measures 0  
Total Interior Inspections 0  
Entry Rate 0%

Total Percent Complete Measured 0%

Refusals to Date 0

Building permits measured to date 139

Task 300/400

- Residential valuation is scheduled to commence in 2022.
- Preliminary analysis in 2022
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Task 500/600

- Field review is scheduled to be completed in 2022.

Task 900

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*Sincerely,*

**June Perry**  
**Project Manager**  
**508-351-3634**



**Project Status Report**  
**From June Perry**  
**City of Nashua NH**  
**Date: June 6, 2020**

| <b>CODE</b>  | <b>TASK</b>  |
|--------------|--|
| 100          | Bonding, Office Set-up, Project Set-up, Public Relations   |
| 200          | Data Collection, Data Mailers, Building Permits, Sales Inspections, Quality Control and Data Entry       |
| 300          | Residential Valuation  |
| 400          | Commercial/Industrial Valuation  |
| 500          | Residential Field Review, Data Entry   |
| 600          | Commercial/Industrial Field review, Income Production, Reconcile Cost and Income                         |
| 700          | Digital Imaging, Documentation   |
| 900/<br>1000 | Project Finalization, Change Notices, Special Land Pricing, Client Meetings, Support of Values, Goodwill |

**Task 100/200**

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- Updates will be provided throughout the project.
- The initial startup meeting with the Board and DRA was March 2, 2020 at City Hall.



**VISION**  
GOVERNMENT SOLUTIONS

- Project commenced March 3<sup>rd</sup>, 2020.
- Data Collection guidelines have been completed. Lister's information has been completed and the police department has been informed of all aspects of the data collection phase of the revaluation.
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- Ward 1 Property record cards have been printed.
- Ward 2 Property record cards have been printed.
- Ward 3 Property record cards have been printed.
- Images are being taken and will coincide with production numbers.
- **The database is live in Nashua NH**
  
- Data collection
  - Ward 1 count 3,869 – C/I/E not started as of yet
  - Ward 2 count 3,478
  - Ward 3 count 2,845

The following is the measure and listing numbers accountable as of June 6, 2020

Total Residential Improved Parcel Count    25,605

|                                 |      |
|---------------------------------|------|
| Measures                        | 6966 |
| Total Interior Inspections      | 172  |
| Refusals to Date - Partial/Full | 7/85 |

Total Measures with refusal                    7051

Total Percent Complete Measured    27 %

Appointments to date



Total Commercial/Industrial/Exempt Improved Parcel Count 1,964

Total Measures 0  
Total Interior Inspections 0  
Entry Rate 0%

Total Percent Complete Measured 0%

Refusals to Date 0

Building permits measured to date 162

Task 300/400

- Residential valuation is scheduled to commence in 2022.
- Preliminary analysis in 2022
- Income and Expense forms are being sent out by the Assessor's office.

Task 500/600

- Field review is scheduled to be completed in 2022.

Task 900

- **The following timetable is for the hearing phase of the job through the project's completion.**
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*If you should have any questions, please do not hesitate to call.*

*Sincerely,*

**June Perry**  
**Project Manager**  
**508-351-3634**



**Project Status Report**  
**From June Perry**  
**City of Nashua NH**  
**Date: June 20, 2020**

| <b>CODE</b>  | <b>TASK</b>  |
|--------------|--|
| 100          | Bonding, Office Set-up, Project Set-up, Public Relations   |
| 200          | Data Collection, Data Mailers, Building Permits, Sales Inspections, Quality Control and Data Entry       |
| 300          | Residential Valuation  |
| 400          | Commercial/Industrial Valuation  |
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**Task 100/200**

- Bonding is complete. GIS maps have been provided. Building permits are being completed by the City through April 1, 2020. Vision is responsible for building permits through April 1, 2022.
- Public Relations will be on going throughout the project, with on-going sample press releases provided, and meetings available upon request.
- Updates will be provided throughout the project.
- The initial startup meeting with the Board and DRA was March 2, 2020 at City Hall.
- An update to the Board was held on June 4<sup>th</sup>, 2020.



**VISION**  
GOVERNMENT SOLUTIONS

- Project commenced March 3<sup>rd</sup>, 2020.
- Data Collection guidelines have been completed. Lister's information has been completed and the police department has been informed of all aspects of the data collection phase of the revaluation.
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- Images are being taken and will coincide with production numbers.
- **The database is live in Nashua NH**
  
- Data collection  
Ward 1 count 3,869 – C/I/E not started as of yet  
Ward 2 count 3,478  
Ward 3 count 2,845

The following is the measure and listing numbers accountable as of June 20, 2020

Total Residential Improved Parcel Count    25,605

|                                 |      |
|---------------------------------|------|
| Measures                        | 7366 |
| Total Interior Inspections      | 172  |
| Refusals to Date - Partial/Full | 7/88 |

Total Measures with refusal                    7454

Total Percent Complete Measured    29 %

Appointments to date



Total Commercial/Industrial/Exempt Improved Parcel Count 1,964

Total Measures 0  
Total Interior Inspections 0  
Entry Rate 0%

Total Percent Complete Measured 0%

Refusals to Date 0

Building permits measured to date 159

Task 300/400

- Residential valuation is scheduled to commence in 2022.
- Preliminary analysis in 2022
- Income and Expense forms are being sent out by the Assessor's office.

Task 500/600

- Field review is scheduled to be completed in 2022.

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*Sincerely,*

**June Perry**  
**Project Manager**  
**508-351-3634**

---

**Nashua, NH**  
**Revaluation Documentation**

**Data Collection Guidelines**  
**June 24, 2020**

---

**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                                  |

**NASHUA NH**  
**2019-2022 REVALUATION**  
**RESIDENTIAL DATA COLLECTION GUIDELINES**

Page 2

- **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**

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**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 1<sup>st</sup> 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)**

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**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)

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**VISIT HISTORY CODES AND DESCRIPTIONS:**

| Code | Description  | FullDescription                         |
|------|--------------|---|
| 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/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**

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**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     | PRIMARILY RESIDENTIAL                    |
| 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 W/LAND                      |
| *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  | DETPOND TAX  | 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.**

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**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             |

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**STORY HEIGHT-** PLEASE VERIFY

| <b>Code</b> | <b>Description</b> |
|-------------|--------------------|
| 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         |
| IA          | 1 STY W/ ATTIC     |
| IH          | 1.5 STORIES        |
| 1T          | 1.75 STORIES       |
| 2A          | 2 STORIES<br>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.

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• **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 | Corrugated 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               |

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- **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-Vertical 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

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- 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    | PLYWOOD 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 USUALLY OVER 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   | PRTL EARTH  | PRTL EARTH  |
|      |             |   |

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- 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  |

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- **HEATING TYPE:**

| Code | Description  | Full Description   |
|------|--------------|--|
| 1    | FORCED H/A   | DUCTED HOT-AIR SYSTEM WITH FAN FORCING AIR. SMALLER DUCTS CAN BE USED AND 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 RADIATION AND 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.

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- 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   |

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**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 | Dilapidated | Dilapidated / 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**

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Functional & Economic Obs – leave as is, verify reason exists if possible, if no longer exists 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

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**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 LEAST 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  |

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| <b>Code</b> | <b>Description</b> | <b>Full Description</b>   |
|-------------|--------------------|---|
| HST         | HALF STORY         | FINISHED HALF STORY- AN UPPER LEVEL STORY WITH 50-70% OF THE FLOOR AREA AVAILABLE DUE TO ROOF LINE CONSTRAINTS. 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 PARTIALLY BELOW GRADE. UTILIZED FOR FINISHED LOWER LEVEL ON RAISED RANCHES AND SPLIT LEVELS   |
| MEZ         | FIN MEZNINE        | FINISHED MEZZANINE  |
| MZZ         | UNF MEZNINE        | UNFINISHED MEZZANINE  |
| OPF         | 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        |   |

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|     |              |  |
|-----|--------------|--|
| UCP | CARPORT UNF  | UNFINISHED CARPORT   |
| UDC | CARPORT UD   | UNFINISHED 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 PARTIALLY 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  | WAREHOUSE 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 |

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- *Verify or fill in Condition*

|    |             |
|----|-------------|
| AV | Average     |
| DL | Delapidated |
| 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.

| <b>Code</b> | <b>Description</b> | <b>Full Description</b>        |
|-------------|--------------------|--------------------------------|
| 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        | 1.0 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       | 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 |

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| <b>Code</b> | <b>Description</b> | <b>Full Description</b>          |
|-------------|--------------------|----------------------------------|
| 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                  |
| C'WPD       | 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          | ENCLOSED 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/O 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/O TOP RAIL-4'                  |
| FN7         | W/OTOPRAIL         | W/O TOP RAIL-5'                  |
| FN8         | W/OTOPRAIL         | W/O TOP RAIL-6'                  |
| FN9         | W/OTOPRAIL         | W/O TOP RAIL-8'                  |
| FND         | FOUNDATION         | FOUNDATION                       |
| FNDC        | FOUND COM          | FOUNDATION COMMERCIAL            |
| FNDT        | FOUNDATION         | FOUNDATION                       |
| FOP         | SCREEN HOUSE       | SCREEN HOUSE                     |

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|      |              |                                       |
|------|--------------|---------------------------------------|
| 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   | GLF CRS HOLE - EX                     |
| GLF2 | GLFCRSHOLE   | GLF CRS HOLE - GD                     |
| GRN1 | GREEN HOUSE- | GREEN HOUSE-RES                       |
| GRN2 | COMMERCIAL G | COMMERCIAL 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  | HDNGRNPAD2   | HAYDEN GREEN PAD SITE 2 TOWNHOUSE     |
| HG3  | HDNGRNPAD3   | 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                       |

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|      |               |                              |
|------|---------------|------------------------------|
| LT12 | W/FOUR LIGHT  | W/FOUR LIGHTS                |
| LT2  | W/DOUBLE LIG  | W/DOUBLE LIGHTS              |
| LT3  | W/TRIPLE 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/TRIPLE LIGHTS              |
| 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 | Prescott 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' +           |

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|      |                        |                          |
|------|------------------------|--------------------------|
| RT2  | RADIOTOWER             | RADIO TOWER 125-150'     |
| RT3  | RADIOTOWER             | RADIO TOWER 100-125'     |
| RT4  | RADIOTOWER             | RADIO TOWER 50-99'       |
| RT5  | RADIOTOWER             | RADIO TOWER - AM         |
| SAU  | SAUNA                  | SAUNA                    |
| SCL1 | SCALES-MECHA           | SCALES-MECHANICAL        |
| SCL2 | SCALES-ELECT           | SCALES-ELECTRONIC        |
| SGN1 | SIGN-1 SIDE            | SIGN-1 SIDE/W/M          |
| SGN2 | DOUBLE SIDED           | DOUBLE SIDED 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 WITH LIGHTS ETC     |
| SHD3 | METAL                  | 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           | W/IMPROV AVG             |
| SHP5 | W/IMPROV GD            | W/IMPROV GOOD            |
| SHP6 | W/IMPROV PR            | W/IMPROV POOR            |
| SLO1 | SILO-WD ORC            | SILO-WD OR CNC STAVE     |
| SLO2 | 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 ABOVE 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-UNDERGROUND         |
| TNK2 | 3,000-10,000           | 3,000-10,000 GAL         |

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|      |              |                               |
|------|--------------|-------------------------------|
| 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.

**BARN & 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 **EPF** on all enclosed porches. Use **OPF** on all open porches use **OSP** for screened porches

**PATIOS**

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

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- **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.**