Enclosed is the quarterly update on the Nashua 2019-2022 Full Measure & List Revaluation.

Provided for your review are the following documents:

I. Vision Project Status Reports
   A. Quarterly Update from June Perry, September 23, 2020
   B. Vision Bi-Weekly Status Updates
   C. Vision Quarterly Update to the Board of Assessors – September 17, 2020
      https://www.youtube.com/watch?v=KUOAGqrwCXk
   D. City of Nashua Revaluation Status Maps

II. Public Relations
   A. Full Revaluation Updates - City Website – www.nashuanh.gov
   B. Assessing Monthly Monitor Newsletters

III. Commercial Data Collection Guidelines

For more information:

June Perry
Project Manager
Vision Government Solutions
Jperry@vgsi.com
508-351-3634

Kim Kleiner
Administrative Services Director
City of Nashua
kleinerk@nashuanh.gov
603-589-3020
Quarterly Update
June Perry
September 23, 2020
Project Status Report
From June Perry
City of Nashua NH
Date: September 23, 2020

The revaluation project is progressing forward with over 40% of the Phase 1 residential
data collection completed. We are on track to our goal of completing 50% by the end of
December. To ensure the safety of the data collectors and taxpayers, our data collectors
are properly observing CDC guidelines and social distancing protocols.

The pre-inspection letters that are being sent by the city to taxpayers have been well
received. The letters are a great way to provide taxpayers with notification of the
forthcoming data collection and give them reassurance in the process.

New images are being captured as part of the data collection inspections and the
associated data entry continues. Our goal is to commence the Commercial data collection
in October.

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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 though April 1, 2022.
- Public Relations will be ongoing 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 4th and September 18th, 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 do 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 1-5 Property record cards have been printed.

- Images are being taken and will coincide with production numbers.
  Images are also being captured to the live database.
  Data entry will be on-going.
- **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
  - Ward 4 count 2,287
  - Ward 5 count 4,480

The following is the measure and listing numbers accountable as of September 19, 2020

| Total Residential Improved Parcel Count | 25,605 |
| Measures | 10868 |
| Total Interior Inspections | 172 |
| Refusals to Date - Partial/Full | 7/130 |

| Total Measures with refusal | 10998 |
| Total Percent Complete Measured | 43 % |
| Appointments to date | 0 |
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 392

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
Vision Biweekly
Status Updates
## Project Status Report
From June Perry  
City of Nashua NH  
Date: June 27, 2020

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• Rick Kulp is the onsite Projects Staff Appraiser.

• 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
  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 27, 2020

| Total Residential Improved Parcel Count | 25,605 |
| Measures | 7575 |
| Total Interior Inspections | 172 |
| Refusals to Date - Partial/Full | 7/92 |
| Total Measures with refusal | 7667 |

| Total Percent Complete Measured | 30 % |

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
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Sincerely,

June Perry
Project Manager
508-351-3634
### Task Status Report

**From June Perry**

City of Nashua NH  
**Date:** July 4, 2020

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• 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 July 4, 2020

Total Residential Improved Parcel Count  25,605

Measures  7764
Total Interior Inspections  172
Refusals to Date - Partial/Full  7/94

Total Measures with refusal  7858

Total Percent Complete Measured  30 %

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
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Sincerely,

June Perry
Project Manager
508-351-3634
## Project Status Report
From June Perry
City of Nashua NH
Date: July 18, 2020

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<td>Measures</td>
<td>8155</td>
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<td>Total Interior Inspections</td>
<td>172</td>
</tr>
<tr>
<td>Refusals to Date - Partial/Full</td>
<td>7/96</td>
</tr>
<tr>
<td>Total Measures with refusal</td>
<td>8251</td>
</tr>
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</table>

Total Percent Complete Measured 32 %

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

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June Perry
Project Manager
508-351-3634
# Project Status Report
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City of Nashua NH  
Date: July 25, 2020

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The following is the measure and listing numbers accountable as of July 25, 2020

Total Residential Improved Parcel Count  25,605

Measures  8272
Total Interior Inspections  172
Refusals to Date - Partial/Full  7/96

Total Measures with refusal  8368

Total Percent Complete Measured  32 %

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

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June Perry
Project Manager
508-351-3634
Project Status Report
From June Perry
City of Nashua NH
Date: August 1, 2020

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  Ward 2 count 3,478
  Ward 3 count 2,845
  Ward 4 count 2,287

The following is the measure and listing numbers accountable as of August 1, 2020

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<td>8460</td>
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<tr>
<td>Total Interior Inspections</td>
<td>172</td>
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<td>7/99</td>
</tr>
<tr>
<td>Total Measures with refusal</td>
<td>8559</td>
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<tr>
<td>Total Percent Complete Measured</td>
<td>33%</td>
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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 213

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Sincerely,

June Perry
Project Manager
508-351-3634
### Project Status Report
From June Perry  
City of Nashua NH  
Date: August 15, 2020

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• 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 1-4 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
  Ward 4 count 2,287

The following is the measure and listing numbers accountable as of August 15, 2020

Total Residential Improved Parcel Count 25,605

Measures 9144
Total Interior Inspections 172
Refusals to Date - Partial/Full 7/116

Total Measures with refusal 9260

Total Percent Complete Measured 36 %

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  244

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: August 29, 2020

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

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 though April 1, 2022.
- Public Relations will be ongoing throughout the project, with ongoing 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 4th, 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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• 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 1-4 Property record cards have been printed.

• Images are being taken and will coincide with production numbers. Images are also being captured to the live database.
• 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
  Ward 4 count 2,287

The following is the measure and listing numbers accountable as of August 29, 2020

<table>
<thead>
<tr>
<th>Measure</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Residential Improved Parcel Count</td>
<td>25,605</td>
</tr>
<tr>
<td>Measures</td>
<td>9815</td>
</tr>
<tr>
<td>Total Interior Inspections</td>
<td>172</td>
</tr>
<tr>
<td>Refusals to Date - Partial/Full</td>
<td>7/123</td>
</tr>
</tbody>
</table>

Total Measures with refusal 9938

Total Percent Complete Measured 39%

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 244

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: September 5, 2020

<table>
<thead>
<tr>
<th>CODE</th>
<th>TASK</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Bonding, Office Set-up, Project Set-up, Public Relations</td>
</tr>
<tr>
<td>200</td>
<td>Data Collection, Data Mailers, Building Permits, Sales Inspections, Quality Control and Data Entry</td>
</tr>
<tr>
<td>300</td>
<td>Residential Valuation</td>
</tr>
<tr>
<td>400</td>
<td>Commercial/Industrial Valuation</td>
</tr>
<tr>
<td>500</td>
<td>Residential Field Review, Data Entry</td>
</tr>
<tr>
<td>600</td>
<td>Commercial/Industrial Field review, Income Production, Reconcile Cost and Income</td>
</tr>
<tr>
<td>700</td>
<td>Digital Imaging, Documentation</td>
</tr>
<tr>
<td>900/1000</td>
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</tr>
</tbody>
</table>

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 though 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 4th, 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 1-4 Property record cards have been printed.

- Images are being taken and will coincide with production numbers. Images are also being captured to the live database.
- 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
  Ward 4 count 2,287

The following is the measure and listing numbers accountable as of September 5, 2020

<table>
<thead>
<tr>
<th>Measure</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Residential Improved Parcel Count</td>
<td>25,605</td>
</tr>
<tr>
<td>Measures</td>
<td>10304</td>
</tr>
<tr>
<td>Total Interior Inspections</td>
<td>176</td>
</tr>
<tr>
<td>Refusals to Date - Partial/Full</td>
<td>7/123</td>
</tr>
<tr>
<td>Total Measures with refusal</td>
<td>10480</td>
</tr>
</tbody>
</table>

Total Percent Complete Measured 40 %

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 244

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: September 12, 2020

<table>
<thead>
<tr>
<th>CODE</th>
<th>TASK</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Bonding, Office Set-up, Project Set-up, Public Relations</td>
</tr>
<tr>
<td>200</td>
<td>Data Collection, Data Mailers, Building Permits, Sales Inspections, Quality Control and Data Entry</td>
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<td>300</td>
<td>Residential Valuation</td>
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<tr>
<td>400</td>
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<td>500</td>
<td>Residential Field Review, Data Entry</td>
</tr>
<tr>
<td>600</td>
<td>Commercial/Industrial Field review, Income Production, Reconcile Cost and Income</td>
</tr>
<tr>
<td>700</td>
<td>Digital Imaging, Documentation</td>
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<td>900/1000</td>
<td>Project Finalization, Change Notices, Special Land Pricing, Client Meetings, Support of Values, Goodwill</td>
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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 though 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 4th, 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 do 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 1-5 Property record cards have been printed.

• Images are being taken and will coincide with production numbers. Images are also being captured to the live database. Data entry will be on-going.
• 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
  Ward 4 count 2,287
  Ward 5

The following is the measure and listing numbers accountable as of September 12, 2020

<table>
<thead>
<tr>
<th>Measure</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Residential Improved Parcel Count</td>
<td>25,605</td>
</tr>
<tr>
<td>Measures</td>
<td>10410</td>
</tr>
<tr>
<td>Total Interior Inspections</td>
<td>172</td>
</tr>
<tr>
<td>Refusals to Date - Partial/Full</td>
<td>7/127</td>
</tr>
<tr>
<td>Total Measures with refusal</td>
<td>10537</td>
</tr>
</tbody>
</table>

Total Percent Complete Measured 41%

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  318

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
Vision Quarterly
Update to the Board of Assessors
September 17, 2020

https://www.youtube.com/watch?v=KUOAGqrwCXk
Board of Assessor Online Meeting for September 17, 2020

Agenda

An online meeting of the Board of Assessors is scheduled for Thursday, September 17, 2020 at 9:00AM via Zoom meeting.

Join Zoom Meeting:
https://us02web.zoom.us/j/6474730083?pwd=ZU4rR092Mzc1aDBTWhD0XhRajR6UT09
Meeting ID: 647 473 0083
Passcode: 229644

Join Zoom Meeting by telephone: 1-929-205-6099
Meeting ID: 647 473 0083
Passcode: 229644

This meeting will also be broadcasted on Comcast Channel 16.

If anybody has a problem accessing the meeting or Channel 16, please call 603-821-2049 and they will help you connect.

- Fourteenth Meeting of 2020.
- Motion:
  - To approve the minutes of the non-public and public Board of Assessors meetings from September 3, 2020.
- Communications:
  - Ms. Kimberly Kleiner, Administrative Services Director – Division Update
  - Vision Government Solutions-Update
- New Business Items:
  - None
- Unfinished Business:
  - None
- Public Comment
- Comments by Members of the Board
- Non-Public Session
City of Nashua
Revaluation
Status Maps
CITY OF NASHUA REVALUATION PROJECT
UPDATED: SEPTEMBER 19, 2020

WARD 2
WARD 3
WARD 1
WARD 4
WARD 6
WARD 7
WARD 5
WARD 9
WARD 8

NASHUA, NH

DATA COLLECTION STATUS SEPTEMBER 19, 2020
WARD 1: 3,000 Total Properties - Residential Tenant Measurements: COMPLETE
WARD 2: 2,400 Total Properties - Residential Tenant Measurements: COMPLETE
WARD 3: 2,000 Total Properties - Residential Tenant Measurements: COMPLETE
WARD 4: 2,000 Total Properties - Residential Tenant Measurements: COMPLETE
WARD 5: 1,800 Total Properties - Residential Tenant Measurements: IN PROGRESS
WARD 6: 1,500 Total Properties - Residential Tenant Measurements: IN PROGRESS
WARD 7: 1,000 Total Properties - Residential Tenant Measurements: IN PROGRESS
WARD 8: 1,000 Total Properties - Residential Tenant Measurements: IN PROGRESS
WARD 9: 1,000 Total Properties - Residential Tenant Measurements: IN PROGRESS

TOTAL RESIDENTIAL APARTMENTS NASHUA (COUNTY 25,580)
Total Residential Apartment measurements Complete: 95%
Total Residential Apartment measurements In Progress: 5%
Total Residential Apartment measurements Underway: 0%

Permit to Open: Inspections Complete: 100%
Permit to Open: Inspections In Progress: 0%
Permit to Open: Inspections Underway: 0%

Nashua, NH: Permit to Open Complete: 100%
CITY OF NASHUA REVALUATION PROJECT

Status Per Ward - September 19, 2020
- Residential Exterior Measure Complete
- Residential Exterior Measure in Progress
- Not Yet Begun

WARD 2
WARD 3
WARD 4
WARD 7
WARD 5
WARD 6
WARD 8
WARD 9

Total Residential Improved Parcel Count: 25,605
Total Residential Exterior Measurements Complete: 10,868
Total Interior Inspections (Prior to COVID-19 Restrictions): 172
Refusals to Date: 7 Partial and 130 Full
Total Measures to Date (Including Refusals): 10,998
Sept.19, 2020 - Percent Residential Exterior Measures Complete: 43%

Nashua NH Data Collection Status - September 19, 2020
WARD 1 - 3899 Properties - Residential Exterior Measurements - COMPLETE
WARD 2 - 3478 Properties - Residential Exterior Measurements - COMPLETE
WARD 3 - 2845 Properties - Residential Exterior Measurements - COMPLETE
WARD 4 - 2287 Properties - Residential Exterior Measurements - COMPLETE
WARD 5 - 4480 Properties - Residential Exterior Measurements - IN PROGRESS

NOTE: Commercial / Industrial / Exempt Properties - NOT YET BEGUN
Full Revaluation Updates City Website

www.nashuanh.gov
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

Residential Data Collection Guidelines as of 6/24/2020
Residential Data Collection

GOV Board of Assessors Meeting 6/4/2020 (Video)

City of Nashua Revaluation Status Report to NH BTLA
20200628_Status Report

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

- July 4, 2020 Status Update
- July 18, 2020 Status Update
- July 25, 2020 Status Update
- August 1, 2020 Status Update
- August 15, 2020 Status Update
- August 29, 2020 Status Update
- September 12, 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
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.
Assessing Monthly Monitor Newsletters
June 30, 2020

CITY OF NASHUA
ASSESSING DEPARTMENT
MONTHLY MONITOR

Volume 11

Mailing Address:
PO Box 2019
Nashua, NH 03061

Phone: 603-589-3040
Fax: 603-589-3079
Email: Assesshelp@nashuanh.gov
Website: https://www.nashuanh.gov/150/Assessing-Department

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

IMPORTANT DATES

Board of Assessors
Meeting
Please note:
July 16th
Rescheduled to
July 30th
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

Contact Assessing at
assesshelp@nashuanh.gov
and inquiries will be
responded to accordingly.
Property Record Cards may
be sent to property owners
via email, send a request
to:
assesshelp@nashuanh.gov,
or online at
https://assessing.nashuanh.
.gov/default.asp

Fair Market Value of Your Property

An assessment is the value of your property used to calculate your property
taxes. It is based on the market value of your property.

The market value is the price most people would pay for your property in its
present condition. Each year, (or less frequently depending on your local laws)
the assessor estimates the market value of all properties in your taxing
jurisdiction. The assessor reviews properties for changes and then revalues
them depending on current market conditions.

In reviewing your individual property, the assessor collects data about its
characteristics. This data includes, but is not limited to, items such as the
amount of land, the location of the property, the number and size of the
improvements, the physical characteristics of the improvements, the number
and type of rooms, the quality of construction etc. This information is used to
estimate the market value of your property by comparing the sale prices of
similar properties, estimating the cost to construct your property, or calculating
the potential rental income your property could generate. Accurate
appraisals require the use of many tools for the accumulation of significant
facts in order to estimate the fair market value of your property.

Assessing Department Open for Appointments Only
Starting July 6, 2020, we will be scheduling in person appointments. At this
time, we will be limiting those appointments to one resident at a time, to be
assisted by one staff member at a time in 15 minute increments. Please note
that until the building has fully opened, we will continue to handle the
majority of our work via phone/mail/email. Please call our office to discuss
your needs and potentially schedule an appointment - (603)-589-3040

1 | Page
Any citizen has the right to contest a decision that the Board of Assessor’s makes. To appeal a municipality’s decision on an abatement application, a taxpayer may appeal to:

The Board of Tax and Land Appeals (RSA 76:16-a)
- An appeal to the BTTLA must be made by September 1, 2020. A filing fee is required. Address inquiries to the Board of Tax and Land Appeals, State Office Park South, 107 Pleasant Street, Concord, NH 03301. Telephone: (603) 271-2578 Website: http://www.nh.gov/btla

OR

The New Hampshire Superior Court (RSA 76:17)
The filing deadline for Superior Court (RSA 76:17) is September 1, 2020. A filing fee is required. (603) 271-2578

FY2020-2022 Full Measure & List Update

The following is a summary of activity on the project as of June, 20, 2020.
For more information visit: https://www.nashuanh.gov/1285/2021-Full-Measure-List-Appraisal-and-Rev

Bonding, Office Set-up, Project Set-up, Public Relations
- Bonding is complete.
- 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 Letter mailed to all residents at the start of each ward. Updates are provided on the City’s website.
Monthly Assessing Monthly Monitor Newsletters June 4, 2020 Update to the Board of Assessors by June Perry, Vision Project Lead

Data Collection, Data Mailers, Building Permits
- Suspension of Interior Inspections due to COVID19 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.
- Building permits are being completed by the City through April 1, 2020. Vision is responsible for building permits though 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.
- Data collection
  Ward 1 count 3,869 – C/T/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 7,366
Total Interior Inspections 172
Refusals to Date - Partial/Full 7/88
Total Measures with refusal 7,454
Total Percent Complete Measured 29 %

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.
CITY OF NASHUA
ASSESSING DEPARTMENT
MONTHLY MONITOR

July 31, 2020

Mailing Address: PO Box 2019
Nashua, NH 03061

Phone: 603-589-3040
Fax: 603-589-3079

Email: Assesshelp@nashuahn.gov
Website: https://www.nashuahn.gov/150/Assessing-Department

Volume 12

IMPORTANT DATES

Upcoming Board of Assessors Meetings

August 27, 2020
September 3, 2020
September 17, 2020

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. Please see the city website for more information. Effective 8/27 all meetings will be held via Zoom.

Effective 8/27 all meetings will be held via Zoom. Number for someone to listen to the meeting is as follows:
Conference Bridge Number (978) 910-5298
Access Code. 273974
Note: this is a listen only phone bridge. The telephone number to call if people can’t hear: 603-821-2049

Sales Qualification and Building Permit Letters to Residents

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. Following the recommended social distancing protocols established by the Center for Disease Control, our office has modified the way we gather information to update your property record card following a property transfer or building permit work. In lieu of conducting an interior inspection, we have sent out questionnaires to gather data regarding the transfer of property or work completed. Capture of this data is vital to the market value of the property and we ask that residents whom have received letters please fill out the questionnaire provided and return them to our office.

The Building permit questionnaires were mailed out to property owners who received a building permit for work that would normally require an interior inspection on July 20th and the sales qualification letters were mailed on July 29th.

State law requires that your property be assessed at market value. Market value is defined as the amount a typical buyer would be willing to pay for a property. If you completed work on your home or recently purchased property and didn’t receive a letter or you have any questions, please contact us at (603) 589-3040.

Update to the Board of Aldermen

On July 14th, the Assessing Department presented an update to the Board of Aldermen on improvements within the department. The presentation may be viewed here: https://www.nashuahn.gov/150/Assessing-Department or the video of the meeting is available on YouTube.

THE ASSESSING “MONTHLY MONITOR”:

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ABATEMENT APPEALS
Any citizen has the right to contest the decision of the Board of Assessor’s. To appeal a municipality’s decision on an abatement application, a taxpayer may appeal to:

The Board of Tax and Land Appeals (RSA 76:16-a)
-An appeal to the BTLA must be made by September 1, 2020. A filing fee is required. Address inquiries to the Board of Tax and Land Appeals, State Office Park South, 107 Pleasant Street, Concord, NH 03301. Telephone: (603) 271-2578 Website: http://www.nh.gov/btlad

OR

The New Hampshire Superior Court (RSA 76:17)
The filing deadline for Superior Court (RSA 76:17) is September 1, 2020. A filing fee is required. (855) 212-1234

Assessing Department Open by Appointment
Starting July 6, 2020, we will be scheduling in person appointments from 9 am – 4 pm. At this time, we will be limiting those appointments to one resident at a time, to be assisted by one staff member at a time in 15 minute increments. Please note that until the building has fully opened, we will continue to handle the majority of requests via phone/mail/email. Please call our office to discuss your needs and potentially schedule an appointment at (603)-589-3040 or contact Assessing at assesshelp@nashuanh.gov. Property Record Cards may be sent to property owners via email, send a request to: assesshelp@nashuanh.gov, or online at https://assessing.nashuanh.gov/default.asp

FY2020-2022 Full Measure & List Revaluation Update
The following is a summary of activity on the project as of July 25th, 2020.
For more information visit: https://www.nashuanh.gov/1285/2022-Full-Measure-List-Appraisal-and-Rev

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
Total Residential Improved Parcel Count 25,605

Means 8272
Total Interior Inspections 172 (Suspended by COVID19)
Refusals to Date - Partial/Full 7/96

Total Measures with refusal 8368
Total Percent Complete Measured 32%

Ward 4 property record cards have been printed with data collection to begin in early August. Residents of Ward 4 should receive a letter with more information.

New Data Tools Coming Soon to our Website

The Assessing Department has been working with Cornell Consultants on the creation of Data tools using Power BI. These tools will be available via our city website within the next couple weeks. Watch the Assessing Department page!
CITY OF NASHUA
ASSESSING DEPARTMENT
MONTHLY MONITOR

August 31, 2020

Mailing Address:
PO Box 2019
Nashua, NH 03061

Phone: 603-589-3040
Fax: 603-589-3079

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

Volume 13

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

IMPORTANT DATES

Upcoming Board of Assessors Meetings

September 3, 2020
September 17, 2020
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.

Effective 8/27 all meetings will be held via Zoom. Please see the calendar on the City of Nashua website for more details.

Rex Norman, CAE contracted as the Assessing Supervisor for the City of Nashua

Rex has been actively involved in real estate valuation since 1986 and specifically for municipal government as an Assessor for over 25 years. His resume includes working as a commercial property appraiser for the City in the late 1990’s, later serving on Nashua’s Board of Assessors. He held the Chief Assessor position in Windham for 15 years, retiring in 2014 to establish his valuation and mediation consulting business. His credentials include past President of the New Hampshire Association of Assessing Officials, serving as our State’s Representative to the International Association of Assessing Officers and as a reviewer/mentor for IAAO candidates seeking professional designations. He is a founding member of the Assessing Standards Board writing the rules that NH Assessors follow today. Certifications and licensing Rex has achieved include the NH CNHA and IAAO CAE designations, NH Department of Revenue Assessing Supervisor, and Certified General Real Estate Appraiser. Rex brings years of experience working with taxpayers, legal teams and municipal officials. He qualified as an expert witness in multiple courtrooms in NH and Massachusetts, including at the NH Board of Tax and Land Appeals. Rex is the Community Development Director for the Town of Windham, NH.

Rex Norman is assisting the Nashua Assessing team at a critical time in the City’s history. New software and procedures are in place, a full measure and listing revaluation has started with the goal to visit every parcel in the City. This effort will correct existing errors and set assessed values to reflect their fair and equitable market value. This is the first complete relisting of all property in over two decades. Rex will counsel the City’s Assessor’s by reviewing their work for compliance with State laws, the Department of Revenue Rules & Guidelines, and per Uniform Standards of Professional Appraisal Practice. He will provide guidance and motivation, assist with setting goals, identifying resources, sharing knowledge and mentoring.

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.
Assessing Department Closing due to Renovations

Starting September 10th, the Assessing Department will be closed to the public. The Assessing office will undergo improvements to our office which include a new customer service area which complies with COVID19 CDC recommendations. A detailed view of the proposed changes can be found under open bids on our city website.

We will continue to serve our residents remotely. Please note that we will continue to handle the majority of requests via phone/mail/email. Please call our office to discuss your needs at (603)-589-3040 or contact Assessing at assesshelp@nashuanh.gov. Property Record Cards may be sent to property owners via email, send a request to:

assesshelp@nashuanh.gov, or online at https://assessing.nashuanh.gov/default.asp

FY2020-2022 Full Measure & List Revaluation Update

The following is a summary of activity on the project as of August 15th, 2020. For more information visit: https://www.nashuanh.gov/1285/2022-Full-Measure-List-Appraisal-and-Rev

* Data collection
  - Ward 1 count 3,869
  - Ward 2 count 3,478
  - Ward 3 count 2,845
  - Ward 4 count 2,287
  - Commercial and Industrial not started as of yet

Total Residential Improved Parcel Count 25,605

Measures 9144
Total Interior Inspections 172
Refusals to Date - Partial/Full 7/116
Total Measures with refusal 9260

** Ward 5 to begin Mid-September**

New Data Tools Published to our Website

The Assessing Department would like to thank Cornell Consultants on the creation of our new Data tools. These tools are available via our city website to all residents. Review property sales and property inspections by using these dashboards. Information may be filtered to access specific groups of properties, types of sales, types of inspections and more.
Commercial Data Collection Guidelines
COMMERCIAL DATA COLLECTOR GUIDELINES

Role of the Commercial Data Collector

The role of the Commercial Data Collector is crucial to the overall success of the project. In many cases, you will be contacting the community's most influential people. Therefore, it is important to be professional, and to gain the confidence of the taxpayers, which you meet. Calm any fears that they may have. Do not discuss previous assessments or future assessment projections. You should know what data you need to collect. Make a thorough inspection of the property. Inaccurate data can cause major errors in the final appraised value. Take the time to do a thorough job. Try to get as much information as possible without overstaying your welcome.

It is not necessary to contact the President of a Corporation. Don't overstate your qualifications or role in placing values on the property. If asked, simply inform the person who is escorting you through the property that no values have been set. You are only collecting the data.

In some instances, a tenant may want to receive the owner's permission before allowing an inspection. Suggest that you are willing to wait (up to 15 minutes) while he calls the owner for an OK. If he would like you to speak to the owner over the phone to explain the purpose of the inspection, please do so.

Be polite, considerate and patient. Don't take offense if the person you contact can't allow an inspection the instant you walk through the door. They are running a business; if it is an inconvenient time, arrange a mutually agreeable alternative time, either later in the day or the following day.

Questions to Ask:

Apartments: If it is an apartment building you are going through, ask the number of units and get a count of the number of total units of each style and the breakdown of the unit styles. Ask if all of the apartments are rented and if not, identify how many units are vacant.

If possible, ask what the monthly rents are for each unit type. If field reviewing apartments, and you cannot ask about the number of units then use the number of meters and or mailboxes to determine the unit count. *Note: Your unit count should always match the land use code!! Make notes in the notes section.

*Always try to obtain printed materials about rents from the businesses. Typical place to get brochures about rents are hotels, motels, inns, self-storage facilities, marinas, etc.

Condos: Whenever possible, write in the unit number, business occupying it and the percentage of ownership. Percentage of ownership can be found in the condo declaration at the assessor's office, no need to ask tenants. Please pay close attention to style code if it is an industrial, a retail or an office condo. Note if it is an interior or end unit and what floor the unit is on.
VISION GOVERNMENT SOLUTIONS
COMMERCIAL REVALUATION PROCEDURES

Plot Plans: Only do plot plans when it is contractually specified. Check with your project manager.

Mix-Use: List the number of units broken out, and the name of the businesses.

Sketch Notes: Any area coded properties with curves and angles are to be measured and sketched.

“A vestibule also, known as an arctic entry, is an anteroom (antechamber) or small foyer leading into a larger space, such as a lobby, entrance hall, passage, etc., for the purpose of waiting, withholding the larger space view, reducing heat loss, providing space for outwear, etc.”

Vestibules in any commercial building, such as office, retail, industrial, educational, religious (churches), etc. - Sketch area as VST.
The Property Record Card

The Property Record Card is the same form that is used for residential data collection. However, there are differences in that additional data items need to be collected.

The list of Land Use Codes to describe commercial/industrial properties is longer and more complex than residential codes.

*Always use the City’s specific list!

Page 1:
The Property Record Card

Page 2:
The first prefix of the Land Use Codes describes the overall property class; i.e.

Prefix 0 = Mixed Use  
Prefix 1 = Residential  
Prefix 2 = Open Space  
Prefix 3 = Commercial  
Prefix 4 = Industrial  
Prefix 9 = Exempt Property

What follows is a complete list of these descriptive codes. Decide what is the predominate use of the land, then verify the proper 4-digit code.

It is important to remember that all tax-exempt properties must be coded with a Land Use Code that begins with a "9" (use 9-series codes for all Federal, State, Municipal and Tax-Exempt Institutions). Also, Mixed Use (Residential/Commercial) will begin with a zero (0).

The City will qualify and classify exempt properties.
VISION GOVERNMENT SOLUTIONS
COMMERCIAL REVALUATION PROCEDURES

Nashua’s Official List of Land Use Codes

<table>
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<th>Description</th>
<th>L.U. Code</th>
<th>Description</th>
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<td>PRI OPEN SPACE</td>
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<td>PRI COMM &amp; RES</td>
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<td>MUSEUMS</td>
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<td>PR IND &amp; RES</td>
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VISION GOVERNMENT SOLUTIONS
COMMERCIAL REVALUATION PROCEDURES

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<td>9033</td>
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<td>6020</td>
<td>C61 FIVE YR</td>
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<td>7100</td>
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<td>7110</td>
<td>TOBACCO SOD</td>
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<td>VINEYARD</td>
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<td>7160</td>
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Nashua's Official List of Building Style Codes

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<tr>
<th>Codes</th>
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<tbody>
<tr>
<td>01</td>
<td>Ranch</td>
</tr>
<tr>
<td>02</td>
<td>Split or Tri-Level</td>
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<tr>
<td>03</td>
<td>Colonial</td>
</tr>
<tr>
<td>04</td>
<td>Cape Cod</td>
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<tr>
<td>05</td>
<td>Bungalow</td>
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<tr>
<td>06</td>
<td>Conventional</td>
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<tr>
<td>07</td>
<td>Modern</td>
</tr>
<tr>
<td>08</td>
<td>Raised Ranch (bi-level)</td>
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<tr>
<td>09</td>
<td>Family Flat</td>
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<td>Family Duplex</td>
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<td>11</td>
<td>Family Conversion</td>
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<td>Commercial</td>
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<tr>
<td>51</td>
<td>Bottling Plant</td>
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<tr>
<td>52</td>
<td>Pre-Engineered Mfg.</td>
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<tr>
<td>53</td>
<td>Pre-Eng. Warehouse</td>
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<td>54</td>
<td>Health Club</td>
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<td>55</td>
<td>Condominium Res.</td>
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<tr>
<td>56</td>
<td>Condo Office Bldg.</td>
</tr>
<tr>
<td>57</td>
<td>Library (exempt)</td>
</tr>
<tr>
<td>58</td>
<td>City/Town Hall (exempt)</td>
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<tr>
<td>59</td>
<td>Fire Station (exempt)</td>
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<tr>
<td>60</td>
<td>Medical Condo</td>
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<td>61</td>
<td>Dry Clean/Laundry</td>
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<td>62</td>
<td>Furniture Showroom</td>
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<td>Description</td>
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<tr>
<td>13</td>
<td>Department Store</td>
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<td>14</td>
<td>Apartments</td>
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<td>15</td>
<td>Shopping Center RE</td>
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<tr>
<td>16</td>
<td>Shopping Center LO</td>
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<td>17</td>
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<td>Professional Bldg.</td>
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<td>Fast Food Restaurant</td>
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<td>23</td>
<td>Financial Institutions</td>
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<td>Ins Co. Regional Office</td>
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<tr>
<td>25</td>
<td>Service Shop (repairs)</td>
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<tr>
<td>26</td>
<td>Service Station 2-bays</td>
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<tr>
<td>27</td>
<td>Auto Sales and Repairs</td>
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<td>28</td>
<td>Funeral Home</td>
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<td>29</td>
<td>Nursing Home</td>
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<td>30</td>
<td>Restaurant</td>
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<td>32</td>
<td>Theaters Enclosed.</td>
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<tr>
<td>33</td>
<td>Nightclub/Bar/Tavern</td>
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<td>Bowling Alley/Arena</td>
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<td>Bakery Mfg.</td>
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<td>36</td>
<td>Convenience Store</td>
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<td>Parking Garage</td>
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<td>38</td>
<td>Country Club</td>
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<td>Motels</td>
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<td>Light Industrial.</td>
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<td>Research Development</td>
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<td>Heavy Industrial</td>
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<td>43</td>
<td>Car Wash</td>
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<td>44</td>
<td>Packing Plant</td>
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<td>45</td>
<td>Brewery/Winery etc.</td>
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<td>46</td>
<td>Food Processing</td>
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<td>47</td>
<td>Cold Storage</td>
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<td>48</td>
<td>Warehouse Industrial</td>
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<td>Service Station 3-bays</td>
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<td>Service Station 1-bay</td>
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<td>63</td>
<td>Antique House</td>
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<td>64</td>
<td>Tennis Building</td>
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<td>Anchor Store</td>
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<td>Hotel</td>
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<td>Coin Op Car Wash</td>
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<td>Leased Land</td>
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<td>Truck Terminal</td>
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<td>Dormitory</td>
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<td>Churches</td>
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<td>School, College</td>
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<td>73</td>
<td>Hospital Private</td>
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<td>74</td>
<td>Elderly Housing</td>
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<td>Orphanages</td>
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<td>76</td>
<td>Mortuary Cemetery</td>
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<td>Club/Lodge/Hall</td>
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<td>Airport/Hangar</td>
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<td>Telephone Bldg.</td>
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<td>Stores/Apt. (mixed use)</td>
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<td>Military (exempt)</td>
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<td>82</td>
<td>Auditorium</td>
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<td>83</td>
<td>School Public (exempt0)</td>
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<td>84</td>
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<td>85</td>
<td>Hospital</td>
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<td>Other County (exempt)</td>
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<td>Other State (exempt)</td>
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<td>Other Federal (exempt)</td>
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<td>Other Municipal (exempt)</td>
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<td>90</td>
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<td>Regional mall</td>
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<td>93</td>
<td>Petroleum &amp; Gas</td>
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<td>94</td>
<td>Outbuilding</td>
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<td>95</td>
<td>Garage/Office</td>
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<td>Office / Warehouse</td>
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<td>High-Rise Apartment</td>
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<td>99</td>
<td>Vacant Land</td>
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<tr>
<td>440</td>
<td>Mill</td>
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<tr>
<td>442</td>
<td>Mill Heavy</td>
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</tbody>
</table>

**Commercial Elements:**

If you are recording data for properties that are in Commercial/Industrial/Apartments, most of Structural Elements that you will need to collect, and record are the same as those that are processed for residential purposes.

One major difference is that you are required to additionally collect and record data for the commercial only section. The valuation process cannot be completed without this data; therefore, it is critical to completely fill in this section of the DCF.
VISION GOVERNMENT SOLUTIONS
COMMERCIAL REVALUATION PROCEDURES

Commercial Heat and Air Conditioning

% of building area with air conditioning.
% of building area with heat.
Max =100% for each type.

Baths/Plumbing

One of the major differences in the coding of Baths/Plumbing is that unlike residential entries, where the actual bathroom count is entered, when listing baths/Plumbing it should be entered as average or good.

Base your decision on the type and use of the property. Next, consider the amount and adequacy of the restrooms and plumbing relative to the overall size of the building.

When listing Apartment Buildings (Type 14,):

1. Bath/Apt. = Average

Ceiling and Wall Finish

First decide if ceilings are suspended type or not. Primary and Secondary walls – Secondary cannot be more than 50% and note ceiling finish.

% Common Wall

This is utilized for improvements that have a shared wall or walls with adjacent buildings. To estimate common wall, determine the overall perimeter of the improvement, then determine the percentage of the overall perimeter that is shared or common with an adjacent building.

Example:

```
      50

   Common Wall
```

Overall Perimeter = 4 x 50 = 200 lineal feet
Common Wall = 50 lineal feet

\[
\frac{50}{200} = .25 \text{ or } 25\%
\]
Wall Height

Avg Ht/Fl = Average wall height per floor

Most will be STD (standard)

On single story structures, this is figured as the point from Ground Floor to Roof (if flat roof) or Ground Floor to Eaves (if Gable).

When determining multiple story buildings, this is figured by the Ground Floor to Rooftop, divided by the number of stories:

Industrial & Light Industrial buildings are valued for their interior utility. Clear ceiling height is an important factor. Measure interior height to bottom of truss.

Example:

```
30
12
10
8
```

30 = 10 feet average
3 = wall height

Trick: When trying to determine height:

3 Concrete Blocks = 2 ft
1 Garage Door Panel = 2 ft + 2 ft above door

Partitions

Most will be Typical (for that style of building)

Base your decision on the property type. Within a warehouse one doesn’t expect extensive rooms and partitions; conversely, in a professional office building, one would.
VISION GOVERNMENT SOLUTIONS
COMMERCIAL REVALUATION PROCEDURES

Special Features/Yard Items: Outbuildings

You may use any of the Residential Outbuilding Codes. There are also additional codes for Commercial properties. Enter these codes similarly to the Residential procedures. Also, if required, apply the grading as specified by the project.

*There are many more outbuildings and extra features that you need to ALWAYS keep in mind when doing commercials. Listed below are common items that you should be on the lookout for:

Sprinklers % (wet or dry system) *Paving (concrete & asphalt)
Night Deposit Boxes AC (when not in entire bldg)
Vaults Signs (depending on state)
ATMS Lights
Freight Elevators (LB capacities) #Docks/Slips/Boat Racks
Pass Elevators (# of stops) Cell Towers - Note # of Arrays

*Paving: A quick way to list commercial paving is to subtract the building first floor area from the parcel size less an estimated percentage for landscaped areas.

Notes Section

The Notes Section can be a very valuable tool in collecting data for the valuation of commercial properties. Below is some of the important factors that can be captured in this section:

*Name of Business(s) occupying building. ALWAYS LIST THIS!
*Marinas: how many boat racks, slips and rental info
*Bowling Alleys: number of lanes, food/bar service
*Nursing Homes/Assisted Living/ Independent living/ Memory Care: Unit count, number of beds, number of private rooms, amenities.
*Hotel/Motels: number of units; seasonal or year-round; rates; amenities; vacancy.
*Self-Storage: number of units; climate-controlled units; yard storage; collect rental info.
*Apartments: number of units and breakdown of bedrooms; # units vacant; rents, utilities included.
*Condos: type of business occupying; unit number; floor location; common elements

Other notes: Note the square footage that is vacant at the time of your visit; list of other properties that support subject with parking; mixed use as to what % is residential and commercial.
## COMMERCIAL & INDUSTRIAL

### SPECIAL FEATURES AND YARD ITEMS: OUTBUILDING TABLE (sample only)

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<thead>
<tr>
<th>Description</th>
<th>Description Code</th>
<th>Unit Type</th>
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<td>Automated Teller</td>
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<td>How Many</td>
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<tr>
<td>Bins</td>
<td>BIN1</td>
<td>SF</td>
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<tr>
<td>Agricultural</td>
<td>BIN2</td>
<td>SF</td>
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<tr>
<td>Canopy – Avg.</td>
<td>CNP1</td>
<td>SF</td>
</tr>
<tr>
<td>Good Quality</td>
<td>CNP2</td>
<td>SF</td>
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<td>Cell Tower</td>
<td>CT1</td>
<td></td>
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<tr>
<td>Addition Arrays</td>
<td>CT2</td>
<td># of arrays</td>
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<tr>
<td>Roof Top Cell Tower</td>
<td>CTRF</td>
<td># of arrays</td>
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<td>Billboard Lighted</td>
<td>BBL</td>
<td># of signs</td>
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<td>Billboard non lighted</td>
<td>BBNL</td>
<td># of signs</td>
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<td>Boat Rack</td>
<td>RACK</td>
<td>LF</td>
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<tr>
<td>Cooler</td>
<td>CLR1</td>
<td>SF</td>
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<td>Freezer Temps</td>
<td>CLR2</td>
<td>SF</td>
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<td>DNT1</td>
<td># OF SPEAKERS</td>
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<tr>
<td>Drive-Up Window</td>
<td>DNT2</td>
<td># OF SPEAKERS</td>
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<td>SF</td>
</tr>
<tr>
<td>Commercial Type</td>
<td>DCK2</td>
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<tr>
<td>Wide Bay</td>
<td>DUW1</td>
<td>HOW MANY</td>
</tr>
<tr>
<td>W/Pneu Tube</td>
<td>DUW2</td>
<td>HOW MANY</td>
</tr>
<tr>
<td>W/Rem SCR &amp; Tube</td>
<td>DUW3</td>
<td>HOW MANY</td>
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<tr>
<td>Fence</td>
<td>DUW4</td>
<td>HOW MANY</td>
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<td>Girders LT Greater than 10'</td>
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<td>13-18&quot;</td>
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<tr>
<td>19-24&quot;</td>
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<tr>
<td>Over 24&quot;</td>
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<td>Kiosk Service Sta.</td>
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<tr>
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<td>Lights in w/pole</td>
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<tr>
<td>W/double lights</td>
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<tr>
<td>Lights W/triple lights</td>
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<td>W/four lights</td>
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<td>LDL1</td>
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<tr>
<td>W/Man. Flip Out</td>
<td>LDL2</td>
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<td>MEZ1</td>
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<tr>
<td>Finished</td>
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<td>Fin and partitions</td>
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<tr>
<td>W/blending</td>
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<tr>
<td>Double House</td>
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<td>W/blending</td>
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<td>Triple Pump</td>
<td>PMP7</td>
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<td>Four Hose</td>
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<td>Shed w/lights/elec</td>
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<td>S.F.</td>
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<tr>
<td>Shed Metal</td>
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<td>SF &amp; HGT</td>
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<td>TNK1</td>
<td>GALS</td>
</tr>
<tr>
<td>3000-10000 Gal</td>
<td>TNK2</td>
<td>GALS</td>
</tr>
<tr>
<td>GT-10000 Gal</td>
<td>TNK3</td>
<td>GALS</td>
</tr>
<tr>
<td>Compressed</td>
<td>TNK4</td>
<td>GALS</td>
</tr>
<tr>
<td>Elevated Tank</td>
<td>TNK5</td>
<td>GALS</td>
</tr>
<tr>
<td>Vault Average</td>
<td>VLT1</td>
<td>S.F.</td>
</tr>
<tr>
<td>Good</td>
<td>VLT2</td>
<td>S.F.</td>
</tr>
<tr>
<td>Excellent</td>
<td>VLT3</td>
<td>S.F.</td>
</tr>
<tr>
<td>Poor</td>
<td>VLT4</td>
<td>S.F.</td>
</tr>
<tr>
<td>Whirlpool</td>
<td>WHL</td>
<td>S.F.</td>
</tr>
<tr>
<td>Jacuzzi</td>
<td>Jacz</td>
<td>S.F.</td>
</tr>
<tr>
<td>In-ground Swimming Pool</td>
<td>Ref Residential for types</td>
<td>S.F.</td>
</tr>
</tbody>
</table>
Commercial & Industrial Sketching and Labeling

Any areas of the structure with a primary use that matches the improvement code you use to describe it, should be coded as FFL for the first-floor area, and SFL for full upper floor area. Only sub-areas of a structure that greatly deviate from the improvement code used should be labeled something other than FFL or SFL.

Example 1: Improvement Code 21 (Fast Food) – If a portion of the structure is Service Production Area (Food Prep) and another area is seating area, DO NOT separate these two areas in labeling the building. One can expect that within a fast food restaurant that the structure will have these various areas. Provided you assigned Improvement Code 21 (Fast Food Restaurant) to describe the property, ALL usable first floor areas should be labeled only as FFL. Keep it simple.

Example 2: A 30 x 60 retail store has an area in the front, 30 x 45, which is the store display area. The remaining 15 x 30 area in the rear is unfinished and used for storage. DO NOT create two sub-areas in the sketch. One can expect that a retail store will have a certain percentage of the total area devoted to storage; therefore, label the entire structure (30x60) as FFL.

Example 3: You are listing a large 3-story apartment building. You properly code the building number 14 (apartment building). On the Sub-Area Table, you notice the sub-area APT (Apartment). You are already calling the structure an Apartment Building (14); therefore, it is not necessary to label the sketch as APT. The sub-area of the structure conforms to the description code (14). Therefore, label the sketch as FFL for the first floor and SFL for the second story and TFL for the third story. Label the unfinished basement as BMT. The point is that the primary area that corresponds to the description used (the apartment living and common area) only FFL or SFL,TFL are required. Keep it simple. In a few rare instances, a sub-area within the primary structure will deviate from the description code, which describes the majority of the building as illustrated in the next example.

Example 4: Another example of a deviant sub-area code is:

A brick retail building, 50 x 100, has a lower quality wooden addition on the rear, built for storage. It is 20 x 20. In this case, the primary structure is retail; therefore, use the Improvement Code 17 (Retail) to describe it. Label the 50 x 100 brick retail section as FFL. Label the 20 x 60 lower quality wooden storage area as FST (Finished Storage Area).
Comments:

It is important to remember that deviant sub-area codes are the exceptions and, in most cases, FFL, SFL or TFL will suffice. Keep it simple.

**VST (Vestibule):** Vestibules in office, retail, industrial, educational, religious (churches), etc. Label in sketch.

**AOF (office):** Only break out the AOF areas of sketch when more than 10% of the structure has AOF. Many of the style codes have base rates that factor in a certain percentage of office space already.

**MEZ (mezzanine):** Put mezzanine areas in the Special Features. This should be listed in the special features MEZ2 (finished mezzanine), MEZ2 (unfinished mezzanine) or MEZ3 (mezzanine with partitions). Mezzanine areas are those areas above the first floor but as a platform loft area only. You will find these in warehouse and industrial areas and sometimes in supermarkets. These areas as finished will serve as a small office area and as unfinished typically serve as extra storage space.
BUILDING SUB AREA CODES

AOF = OFFICE
APT = APARTMENT
BGR = BASEMENT GARAGE
BLK = BULKHEAD
BMT = BASEMENT
CLP = FINISHED LOADING PLATFORM
CNP = CANOPY
CPT = CARPORT
CTH = CATHEDRAL CEILING
OMR = DORMER
EAF = ATTIC W/STAIRS & FINISHED
EAU = ATTIC W/STAIRS UNFINISHED
EFP = ENCLOSSED FINISHED PORCH
FBM = FINISHED BASEMENT
FCB = CABANA ENCLOSSED
FCP = CARPORT FINISHED
FFL = FIRST FLOOR
FRB = FINISHED BASEMENT RAISED
FSP = FINISHED SCREEN PORCH
FST = FINISHED UTILITY STORAGE
FTH = FOURTH FLOOR FINISHED
GAR = FINISHED GARAGE
HST = HALF STORY FINISHED
GRN = GREENHOUSE
LDK = LOADING DOCK
LLV = LOWER LEVEL FINISHED
MEZ = FINISHED MEZZANINE
MZZ = UNFINISHED MEZZANINE
OFP = OPEN FINISHED PORCH
OSP = OPEN SCREEN PORCH
PAT = PATIO
SFL = FINISHED SECOND FLOOR
STG = STORAGE UNFINISHED
TFL = FINISHED THIRD FLOOR
TQS = ¾ STORY FINISHED
UAT = UNFINISHED ATTIC W/STAIRS
UCN = POOR CANOPY
UCP = CARPORT UNFINISHED
UEP = UNFINISHED ENCLOSSED PORCH
UFF = UNFINISHED FIRST FLOOR
UFL = UPPER FLOORS OVER FOURTH FLOOR
UGR = UNFINISHED UNDERGROUND GARAGE
UHS = UNFINISHED HALF STORY
ULP = UNFINISHED LOADING PLATFORM
UOP = UNFINISHED OPEN PORCH
UAS = UNFINISHED TQS (3/4 STORY)
URB = UNFINISHED RAISED BASEMENT
USP = UNFINISHED SCREEN PORCH
UUS = UNFINISHED UPPER SYORY
VST = VESTIBULE
WDK = WOOD DECK