

2013 DRA PROPERTY CODES INSTRUCTIONS

WHAT ARE PROPERTY CODES?	<p>Property codes classify properties according to the major property types found in New Hampshire. Special property codes can be used to classify specific neighborhoods or unique property characteristics within a single municipality.</p> <p><i>Not every municipality will have property for each of the listed property types.</i></p>
WHY ARE PROPERTY CODES IMPORTANT?	<p>Property codes allow the DRA to prepare a stratified ratio report for the individual stratum (property type or neighborhood) in a municipality. The stratified ratio reports are important for equalization to help determine the representativeness of the sample and to designate sales that may be outliers. For assessment purposes, the stratified ratio reports give a more precise picture of the assessment (i.e., ratios) and equity (i.e., coefficient of dispersion) levels in a municipality and can signal areas of the municipality where adjustments may be needed.</p> <p><i>The DRA will still prepare a ratio study using all sampled sales, regardless of type.</i></p>
PROPERTY CODES	<p>Insert the Property Code that matches the sale property at the time of the sale in the column entitled PROP CODE. If the sale property is for one type of property and the assessment is for another type of property, provide comments regarding the difference in the town notes section. For example: Land only sale, land and building assessment. The municipal comments are important in determining which assessment should be used to calculate the ratio for an individual sale. A property code must be inserted for each sale.</p>
MODIFIER CODES	<p>If there are characteristics that influence the value of the property such as waterfront or view influence, insert the modifier code that applies to the sale in the column entitled PROP MODF. Use the modifier code that influences the actual assessment first if more than one. A property code must still be inserted even if a modifier code is being inserted.</p>
SPECIAL CODES	<p>If you feel that you have enough sales of a unique type of property not listed above or a special neighborhood and you would like a separate stratified analysis prepared, please contact the Municipal & Property Division, Equalization Bureau and a special code will be assigned. Some examples of special codes that have been used in the past are: L/O Condos, Utility Lockers, Camps & Historic Districts.</p>
CLASSIFICATION CODES	<p>The Assessing Standards Board adopted the following three strata for reviewing municipalities: Improved Residential, Improved Non-residential and Unimproved. Assessment Review codes GC1, GC2 and GC3 have been developed to stratify the sales into three categories. Assessment Review code GC4 is used for all sales that do not fit into the three Assessment Review categories. These codes are not assigned by the municipalities. They are automatically assigned by the DRA as a result of the property codes provided by the municipalities.</p>
WHO TO CONTACT?	<p>All questions or concerns regarding equalization, including the assignment of special codes, should be directed to the Municipal & Property Division, Equalization Bureau at 230-5950.</p>

2013 DRA EQUALIZATION PROPERTY CODES

PROPERTY CODES	PROPERTY TYPES	CONDENSED NAME	*CLASS	**CLASSIFICATION CODES
Improved Residential Land & Building or Building Only Codes				
11	Single Family Home	SFHM	R	GC1
12	Multi-Family 2-4 Units	MFHM	R	GC1
13	Apartment Building 5+ Units	APT5	C	GC1
14	Single Residential Condominium Unit - Even if the unit is part of multi unit block - Condex	RC1U	R	GC1
15	Residential Condominium 2-4 Unit Building - purchase of multiple units	RC24	R	GC1
16	Residential Condominium 5+ Unit Building - purchase of multiple units	RC5+	C	GC1
17	Manufactured Housing with Land (see definition in Glossary)	MHWL	R	GC1
18	Manufactured Housing without Land (see definition in Glossary) RSA 674:31 (metal frame, permanent chassis)	MHNL	R	GC1
19	Unclassified/Unknown Improved Residential - Land/Camper/Camp/Garage outldg	UUIR	U	GC1
20	Building Only - Residential (Land Leased Properties) RSA 674:31-a (Includes pre-site built housing)	RSBO	R	GC1
Land Only Codes				
22	Residential Land	RESL	R	GC3
23	Commercial Land	COML	C	GC3
24	Industrial Land	INDL	I	GC3
25	Mixed Use Residential/Commercial Land	RECL	C	GC3
26	Mixed Use Commercial/Industrial Land	CMIL	C	GC3
27	Unclassified/Unknown Land	UUKL	U	GC3
Non-Residential Land & Bldg Codes				
33	Commercial Land & Building	CMLB	C	GC2
34	Industrial Land & Building	INLB	I	GC2
35	Mixed Use Residential/Commercial Land & Building	RCLB	C	GC2
36	Mixed Use Commercial/Industrial Land & Building	CILB	C	GC2
37	Unclassified/Unknown Non-Residential Land & Building	UULB	U	GC2
38	Building Only - Commercial/Non-Residential	NRBO	C	GC2
Non-Residential Condo Codes				
44	Commercial Condominium	COMC	C	GC2
45	Industrial Condominium - Airport Hangers	INDC	I	GC2
46	Unclassified/Unknown Non-Residential Condominium	UUNC	U	GC2
Other Codes				
55	Boat slip Only - Dockominium	BSLP	R	GC4
56	Condominiumized Land Site - Campgrounds	COLS	R	GC4
57	Unclassified/Unknown Other - Easements	UUOT	U	GC4
58	Garage/Storage Unit - Condo garage spaces, parking	STUT	R	GC4
59	Dry Berth	DBTH	R	GC4
CODE	MODIFIER CODES	CONDENSED NAME		
70	Waterfront	WTRF		
71	Water Access	WTRA		
72	Island	ISLD		
73	Waterfront Influence	WTRI		
74	View +	VEW+		
75	View -	VEW-		
SPECIAL CODES				

Special Codes are available at the request of assessing officials for unique property types or neighborhoods. See instructions on the back of this form.

*CLASS: R = RESIDENTIAL
 C = COMMERCIAL
 I = INDUSTRIAL
 U = UNKNOWN/UNCLASSIFIED

** CLASSIFICATION CODES (Assigned by DRA):

GC1 = IMPROVED RESIDENTIAL
 GC2 = IMPROVED NON-RESIDENTIAL
 GC3 = UNIMPROVED
 GC4 = MISCELLANEOUS