

## **Bullet Points regarding your services from Avitar**

- The Town entered into a 4 year agreement with Avitar on 12-10-18
- This contract includes general assessing work (new construction work, data processing, any day to day assessing work, review and response on abatements, equalization etc)
- Part of the contract called for data verification (or cycled inspections). This endeavor takes place over 10 years (2018 to 2027) and will involve a visit to every property in Town divided into 1/10. We would select a section of Town and visit an approximate 196 improved properties in that section annually over that 10 year time period. We would visit the home, knock at the door and if home request an interior inspection. If no one is home, we would verify externally and leave a door tag. The taxpayers would receive a follow up letter requesting them to call and schedule an interior inspection.
- For 2022 we are contracted (separate agreement) to bring all values to market value. This is a statutory requirement (RSA 75:8-a) to value anew at least once every fifth year. This is also a NH Constitutional requirement. During the update of values, sales for the preceding year (or two) will be relied upon to calibrate the Computer assisted mass appraisal (CAMA) model and develop new assessed values. A field review will be completed and 2 Assessors in a marked vehicle will be driving the Town to ensure the data listed is accurately represented on the card. This may require the Assessors to drive up a driveway to review a property. As the data has previously been collected during the cycled inspections, we are merely doing a final review at this point.
- These values should be an indication of the properties as of April 1, 2022. Once preliminary values have been established every taxpayer will receive a preliminary notice of value in the mail. This letter will instruct the taxpayer how to go online and review details of their assessment, or that of others. They can also do a comparable sales search for their property. There will be instructions for the taxpayer to arrange for an informal hearing to discuss their assessment should they be inclined to partake in that process. Any property affected by the informal hearings (may not have attended hearing but value could change as a result of another's hearing, ie new information obtained regarding a neighborhood) will receive a final notice of value.
- Once the job is finalized and before the contract due date (10/1/2022), the job will be turned over to the Town with a full set of record cards, the updated database and the USPAP (Uniform Standards of Professional Appraisal Practice) report, that details the entire process and details how base land and building values were developed. This report will also be turned over in a pdf format so the Town can out on their website for the ease of taxpayer review.