



City of Dover
New Hampshire

Report of Assessed Values and Tax Process for Tax Year 2007

(April 1, 2007 - March 31, 2008)

Budget Period Fiscal Year 2008
(July 1, 2007 - June 30, 2008)

Prepared By
City of Dover Finance Department
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Table of Contents

City of Dover Assessment Update for Tax Year 2007	1
Results of Assessment for Tax Year 2007.....	2
Assessed Value Summary	2
Category Change of Total Assessment Percent	2
Select Residential Assessment Information	3
Percent Change by Property Class	4
Assessment to Market Ratio.....	4
Equity in Tax Base	5
Taxable Parcel Information	6
Budget and Tax Rate.....	6
Budget.....	7
Tax Rate.....	7
Statutory Requirements.....	9
Background.....	9
How Assessments Are Calculated	9
Approaches to Value	10
Assessment Process	10
Assessment Process Timeline	11
Assessment Process Resources	11
Property Assessment Appeal Process	12
Department of Revenue Administrations Oversight	12
The Equalization Process	13
Exemptions and Tax Credits.....	14
Tax Rate Impact	15
Taxpayer Impact.....	15
Exemptions to Assessed Value.....	15
Income and Asset Qualifying Criteria.....	16
Tax Credits	17
Exemption and Credit Application Filing Periods	17
Tax Deferral for Elderly and Disabled.....	17
Tax Collection Process	17
Assessing Terminology.....	18
Property Tax Calendar	20

City of Dover Assessment Update for 2007

Over the past 7 years the City of Dover experienced rapid growth in property values. This trend was accompanied by a corresponding increase in assessed values, consistent with the goal of maintaining equity in taxes for all properties in every year and the legal requirement to keep assessments proportional each year (RSA 75:8).

In 2007 the market has leveled out for most property types. Accordingly, there was no general overall change to most property assessments in the city for 2007.

Changes to the 2007 Assessment File:

Apartments: The sales for residential apartment buildings (single-family houses that have been converted into multi-family homes over the years) have indicated a substantial softening in market value in 2007. Accordingly, assessments for these property-types were generally decreased for 2007. Garden apartments were stable, with no changes to the assessments for 2007.

Commercial Properties: The market was strong and sustained for commercial properties around the City. Accordingly, the assessments for these property-types were generally increased around the City to be consistent with the current market.

Industrial Properties: Throughout the State, large industrial buildings in particular, have realized a softening in market values. Accordingly, most industrial assessments were somewhat reduced, the larger the building, the more the decrease, consistent with current market conditions.

Other Changes:

Building Permits: As is typical for each year, properties with outstanding building permits during 2007 were inspected, with value changes consistent with the nature of improvements or demolitions that occurred.

Cycled Inspections: The Assessors Office maintains a cycled inspection process where 20% of all properties are measured and inspected each year. For those properties that were 'cycled' for 2007 the only changes were those that had changes or corrections in the data as witnessed and documented by the data collector. No general value update occurred for residential properties for 2007.

Cycled Appraisal Reviews: Each year the City Assessors field review 'neighborhoods' to ensure that like properties are treated alike, and consistent with one another. As with cycled inspections, the City attempts to perform appraisal reviews on all properties over a 5-year period. Properties receiving these appraisal reviews during 2007 are subject to changes in their assessments. Again, however, beyond the cycled inspections and appraisal reviews, there was no general update to assessments in the city for 2007.

Notices:

Properties experiencing a change in assessment received a notice of a change in value from the Assessor's Office. Notices were not mailed to properties where no change in assessed value occurred.

The following pages are a detailed report on the changes to the 2007 assessment roll.

Result of Assessment for Tax Year 2007 - (Fiscal Year 2008)

The Tax Assessment Division reports assessed values as of April 1, 2007. The goal of setting assessed values in any year is to bring equity to the tax base by setting assessed values as close to market price as possible while maintaining consistency across various classes of property.

Assessed Value Summary

The tables below, taken from reports submitted to the State, reflect the assessed values categorized by major type of property over the last five tax years, the percentage to total value and the percentage change by sector. The amounts within each category reflect changes to assessments as a result of adjustments due to analysis, but also changes reflective of subdivisions and new construction activities.

Category	Assessed Values by Tax Year				
	2003	2004	2005	2006	2007
Residential	1,580,353,000	1,881,960,500	1,992,919,500	2,178,722,000	2,195,273,500
Commercial/Industrial	485,398,492	545,071,520	546,120,670	597,125,300	655,131,100
Public Utilities	31,250,100	33,003,800	33,169,300	34,773,700	35,579,100
Total	2,097,001,592	2,460,035,820	2,572,209,470	2,810,621,000	2,885,983,700

Percent of Total					
Residential	75.4%	76.5%	77.5%	77.5%	76.1%
Commercial/Industrial	23.1%	22.2%	21.2%	21.2%	22.7%
Public Utilities	1.5%	1.3%	1.3%	1.2%	1.2%
Total	100.0%	100.0%	100.0%	100.0%	100.0%

Dollar Change					
Residential	220,819,530	301,607,500	110,959,000	185,802,500	16,551,500
Commercial/Industrial	13,587,820	59,673,028	1,049,150	51,004,630	58,005,800
Utilities	-	1,753,700	165,500	1,604,400	805,400
Total	234,407,350	363,034,228	112,173,650	238,411,530	75,362,700

Percent Change					
Residential	16.2%	19.1%	5.9%	9.3%	0.8%
Commercial/Industrial	2.9%	12.3%	0.2%	9.3%	9.7%
Public Utilities	0.0%	5.6%	0.5%	4.8%	2.3%
Total	12.6%	17.3%	4.6%	9.3%	2.7%

Category Change of Total Assessment Percent

Although changes in assessed value do not increase the amount of total tax revenue the City will receive, it can change from whom the City will collect taxes. In the broad categories addressed earlier, the following table shows the percentage change of each category's percent of total by tax year.

Category	2002	2003	2004	2005	2006	2007
Residential	1.1%	3.2%	1.5%	1.3%	0.5%	-1.9%
Commercial/Industrial	-1.9%	-8.6%	-4.3%	-4.2%	0.6%	6.8%
Utilities	-14.0%	-11.2%	-10.0%	-3.9%	4.1%	-0.4%

City of Dover

Select Residential Assessment Information by Fiscal Year

Does not reflect decreases to taxes from Tax Exemptions and Credits

Use Description	2004	2005	2006	2007	2008
Total Assessed Value					
101 Single Family	\$1,208,316,900	\$1,419,447,400	\$1,476,435,000	\$1,610,877,300	\$1,638,148,500
104 Two Family	128,849,100	161,956,200	159,437,500	155,520,500	153,801,700
105 Three Family	39,574,700	49,475,300	45,658,500	46,665,800	46,184,200
103 Mobile Home	22,742,100	27,064,000	27,072,700	28,080,300	28,533,800
102 Condo	141,931,700	179,558,000	195,135,100	235,638,400	246,935,000
Total Select Residential Assmts	1,541,414,500	1,837,500,900	1,903,738,800	2,076,782,300	2,113,603,200
Total Number of Parcels					
101 Single Family	5,386	5,450	5,518	5,562	5,650
104 Two Family	581	585	583	574	571
105 Three Family	153	150	149	147	147
103 Mobile Home	396	371	371	373	375
102 Condo	977	1,043	1,102	1,344	1,396
Total Parcels	7,493	7,599	7,723	8,000	8,139
Average Assessed Value					
101 Single Family	\$224,344	\$260,449	\$267,567	\$289,622	\$289,938
104 Two Family	221,771	276,848	273,478	270,942	269,355
105 Three Family	258,658	329,835	306,433	317,454	314,178
103 Mobile Home	57,430	72,949	72,972	75,282	76,090
102 Condo	145,273	172,155	177,074	175,326	176,888
Total Average Assessment	205,714	241,808	246,502	259,598	259,688
Average Assessed Value % Change					
101 Single Family	13.4%	16.1%	2.7%	8.2%	0.1%
104 Two Family	14.7%	24.8%	-1.2%	-0.9%	-0.6%
105 Three Family	13.9%	27.5%	-7.1%	3.6%	-1.0%
103 Mobile Home	34.0%	27.0%	0.0%	3.2%	1.1%
102 Condo	12.6%	18.5%	2.9%	-1.0%	0.9%
Total Average % Change	13.4%	17.5%	1.9%	5.3%	0.0%
Property Tax Rate per \$1,000	\$19.88	\$18.18	\$19.42	\$18.72	\$19.63
% Change	-4.7%	-8.6%	6.8%	-3.6%	4.9%
Average Property Tax					
101 Single Family	\$4,460	\$4,735	\$5,196	\$5,422	\$5,691
104 Two Family	4,409	5,033	5,311	5,072	5,287
105 Three Family	5,142	5,996	5,951	5,943	6,167
103 Mobile Home	1,142	1,326	1,417	1,409	1,494
102 Condo	2,888	3,130	3,439	3,282	3,472
Total Average Tax	4,090	4,396	4,787	4,860	5,098
Average Property Tax \$ Change					
101 Single Family	\$334	\$275	\$461	\$226	\$270
104 Two Family	375	624	278	(239)	215
105 Three Family	406	854	(45)	(8)	225
103 Mobile Home	248	185	91	(8)	84
102 Condo	196	242	309	(157)	190
Total Average \$ Change	306	306	391	73	238
Average Property Tax % Change					
101 Single Family	8.1%	6.2%	9.7%	4.3%	5.0%
104 Two Family	9.3%	14.2%	5.5%	-4.5%	4.2%
105 Three Family	8.6%	16.6%	-0.8%	-0.1%	3.8%
103 Mobile Home	27.8%	16.2%	6.9%	-0.6%	6.0%
102 Condo	7.3%	8.4%	9.9%	-4.6%	5.8%
Total Average % Change	8.1%	7.5%	8.9%	1.5%	4.9%

Percent Change by Property Class

The following table reflects the resulting aggregate increases in assessed value by property classes. The percentages include new construction values. Please refer to the Select Residential Assessment Information table for average increases for some of the residential property classes.

Percent Change by Property Class by Tax Year

Property Class	2002	2003	2004	2005	2006	2007
Vacant Land	44%	25%	25%	-7%	18%	-11%
Single Family	16%	15%	17%	4%	10%	1%
Condominiums	29%	24%	27%	9%	21%	5%
Mobile Homes	19%	36%	21%	0%	4%	2%
Multi-Family Housing (2-3 units)	23%	16%	25%	-3%	-1%	-1%
Apartments* (more than 3 units)	15%	9%	14%	15%	5%	-5%
Waterfront	21%	15%	24%	5%	2%	2%
Commercial/Industrial	14%	1%	12%	6%	12%	15%
Utilities	0%	0%	6%	1%	7%	4%

* Included in Commercial/Industrial for reporting purposes.

Assessment to Market Ratio

The results of the ratios over the last few tax years are represented in the table below. The percentage is the assessed value divided by the market price. The years reflected in the table are tax years.

Property Class	2001	2002	2003	2004	2005	2006	2007
All Properties	89%	92%	91%	95%	89%	95%	96%
Vacant Land	85%	93%	92%	91%	76%	94%	82%
Single Family	89%	91%	90%	93%	88%	94%	97%
Condominiums	91%	94%	92%	96%	90%	95%	97%
Mobile Homes	79%	91%	92%	94%	91%	94%	93%
Multi-Family Housing (2-3 units)	84%	87%	87%	96%	86%	95%	90%
Apartments (more than 3 units)	86%	92%	90%	93%	86%	98%	102%
Waterfront Improved	NA	87%	93%	93%	92%	NA	81%
Waterfront Land Only	NA	NA	87%	NA	93%	NA	NA
Commercial/Industrial	94%	91%	89%	99%	89%	93%	86%

The 2007 ratios are preliminary and will not be certified by the DRA until May 2008. Classes reflecting 'NA' had insufficient sale information. The International Association of Assessing Officers (IAAO) considers the ratios of each class of property reasonable if they are within +/- 10% of the overall ratio. The City strives to be within +/- 5%. The Tax Year 2000 ratios brought equity to the various classes of property. There was no overall city wide market update for Tax Year 2007 (current). There was a wider variation amongst a few of the property classes as compared to prior years.

Equity in Tax Base

The best measurement of equity throughout the tax base is the Coefficient of Dispersion (COD). The table below reflects the City’s COD by year. According to the International Association of Assessing Officers (IAAO), the measure of equity falls into the following ranges:

Percent	Equity Measure
10% or less	Excellent assessment equity
11% - 14%	Good assessment equity
15% - 20%	Fair assessment equity
over 20%	Poor assessment equity

Another measure reviewed to assist in determining fair assessment is the Price-Related Differential (PRD). This statistic measures the relationship between higher valued properties and lower valued properties, and their respective assessments. This statistic answers the question: “Is there a bias for, or against, lower or higher valued properties?” For example, a PRD over 1.00 indicates a regressive assessment base, or, that higher value properties are assessed at a lower ratio, conversely, a PRD under 1.00 indicates a progressive tendency, or, shows that lower value properties are assessed at a lower ratio than higher value properties. Ideally, this statistic should be 1.00, but IAAO recommends that the PRD fall between .98 and 1.03.

Also the PRD is within the acceptable range set by the IAAO.

Tax Year	COD	PRD
1996	10.16	NA
1997	9.11	NA
1998	8.46	NA
1999	10.18	NA
2000	11.63	NA
2001	9.50	1.001
2002	9.70	1.010
2003	8.40	1.000
2004	7.20	1.000
2005	7.30	1.000
2006	6.20	1.010
2007	8.20	1.030

The table reflects both the COD and PRD for the City of Dover. Since 2001, the City has continued to keep a COD in the excellent assessment equity level as reflected in the table. Also the PRD is within the acceptable range set by the IAAO. As previously mentioned, there was no overall city wide market update for Tax Year 2007. The 2007 amounts are estimated.

Taxable Parcel Information

The table reflects the parcel counts by category and their percent of total.

Taxable Parcels by Tax Year

Category	2002	2003	2004	2005	2006	2007
Residential	7,909	8,023	8,117	8,325	8,701	8,817
Commercial/Industrial	962	969	968	843	832	850
Utilities	17	17	18	19	19	18
Totals	8,888	9,009	9,103	9,187	9,552	9,685
Percent of Total						
Residential	89.0%	89.1%	89.2%	90.6%	91.1%	91.0%
Commercial/Industrial	10.8%	10.8%	10.6%	9.2%	8.7%	8.8%
Utilities	0.2%	0.2%	0.2%	0.2%	0.2%	0.2%
Totals	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Count Change						
Residential	156	114	94	208	376	116
Commercial/Industrial	(3)	7	(1)	(125)	(11)	18
Utilities	-	-	1	1	-	(1)
Totals	153	121	94	84	365	133
Percent Change						
Residential	2.0%	1.4%	1.2%	2.6%	4.5%	1.3%
Commercial/Industrial	-0.3%	0.7%	-0.1%	-12.9%	-1.3%	2.2%
Utilities	0.0%	0.0%	5.9%	5.6%	0.0%	-5.3%
Totals	1.8%	1.4%	1.0%	0.9%	4.0%	1.4%

Budget and Tax Rate

Budget

The City administration must submit an annual budget to the City Council, the legislative body of the City. Two public hearings on the budget must be held (one each for City and School) and the City Council must pass the budget for adoption. The budget or fiscal year for Dover runs from July 1st through June 30th of the subsequent year. The budget must be approved by June 15th preceding the fiscal year.

The City Council is made up of a Mayor, 6 Ward Councilors and 2 At-Large Councilors. The county delegation, comprised of the State Representatives from the county, approves the budget necessary to fund county government.

The City Council is responsible for setting all budget amounts for both the City and School. For the School Department, however, the City Council can only set the total of appropriations (legal spending limit) and cannot make specific changes to the budget. The School Board, an elected body consisting of 6 ward representatives and 1 at large, is responsible for allocation of the appropriations into the various spending areas.

The budget consists of many different funds. The fund that raises property taxes is the General Fund and the only fund considered in this review. The General Fund accounts for basic governmental services supported mainly by property taxes, such as Police, Fire & Rescue and Public Works. The budget is made up of two main parts, estimated revenues and appropriations. Estimated revenues are the budgetary estimates of revenue to be received from various sources. These include Motor Vehicle Permits, Recreation Fees, State payments for Rooms & Meals or

Highway Block Grant and School Tuitions. Appropriations are legal authorizations granted by the City Council to incur expenditures and obligations for a specific period. Examples include salaries of employees, insurance costs, maintenance of buildings and vehicles or payment of debt.

A portion of the money to operate Schools is raised through the State Education Property Tax. The State Education Property Tax is billed, collected and spent locally for School purposes. The budget process for the State Education Property Tax takes place at the State Legislature. The legislature determines the total statewide cost of an adequate education. This cost is allocated among all School districts. The legislature must then fund the Education Trust Fund to pay those costs. At the present time, the State Education Property Tax is being used to fund a portion of that cost. The amount to be raised by the State Education Property Tax is the total of a municipality's equalized assessed value, less utility property located in the municipality, multiplied by the statutory rate of \$2.24 per \$1,000 of equalized assessed value. Utility property also bears its share of \$2.24 per \$1,000 of value under a separate Utility Property Tax that is billed and collected by the State and deposited in the education trust fund.

The State legislature recently changed the funding of the difference of the cost of an adequate education less the State Education Property Tax. This used to come to the City in the form of Adequate Education Grants. These have been eliminated and transitional grants implemented in their place. The transitional grants pay 90% of what the older grants used to pay for 2 years.

It is these appropriations and estimated revenues, voted by the City Council or elected representatives at county delegation meetings, which establish the basis for property taxes in Dover.

Tax Rate

In the General Fund, the amount of appropriations less non-property tax estimated revenue represents the amount of money to be raised by property taxation. Property taxes can be additionally decreased by the use of a portion of Fund Balance. The term "Use of Fund Balance" (also referred to as deficit spending) is used for budgetary purposes to reflect the amount that budgeted expenditures (appropriations) exceed estimated revenues. This budgeted net loss is financed by use of Fund Balance available from previous fiscal years. The City Council's policy is to retain Fund Balance at 6% of the annual General Fund budget. For accounting purposes Use of Fund Balance is not considered revenue.

The amount to be raised by property taxes is then divided by the local assessed property values to arrive at the property tax rates. The New Hampshire Department of Revenue Administration (DRA) sets these rates. Net Local Assessed Value is total value less any tax exemptions. The table reflects the FY08 City Council adopted appropriations and estimated revenues, as adjusted by the DRA and the final tax rate.

Description	Final Budget
City Appropriations	45,601,377
School Appropriations	46,926,542
County Tax	5,922,221
Total Appropriations	98,450,140
City Revenue	25,116,001
School Revenue	17,713,870
County Portion of BPT	50,052
Use of Fund Balance	-
Total Estimated Revenue	42,879,923
City Tax Levy	20,485,376
State Education Property Tax	6,476,696
School Local Tax Levy	22,735,976
County Tax Levy	5,872,169
Taxes to be raised	55,570,217
Net Assessed Value	2,835,069
City Tax Rate	7.23
School State Tax Rate*	2.31
School Local Tax Rate	8.02
County Tax Rate	2.07
Total Tax Rate	19.63
*Does not apply to utilities	

The State Education Property Tax Rate reflected on the tax bill may vary from the \$2.24 used to calculate the State Education Property Tax amount. The reason is that the previous year's equalized assessed value is used to calculate the tax amount. This amount is then divided by the current year's local assessed value (excluding assessed value for utilities) used to bill individual property owners. The amount of taxes raised is the same.

An important fact to remember is that an increase in assessed value **does not** increase the total amount of property tax revenue the City receives. The amount of taxes to be raised is determined by the budget process, including final revisions by the DRA. The following table represents the amounts for FY2008 at the time of *initial* budget adoption by the City Council and the final amounts reviewed at tax rate setting by the DRA.

Description	Adopted Budget	Final Budget	Incr(Decr)
Appropriations	98,021,467	98,450,140	428,673
Less Non-Tax Revenue	(41,702,847)	(42,879,923)	1,177,076
Taxes to be raised	56,318,620	55,570,217	(748,403)
Divided by			
Net Assessed Value (000s)	2,799,548.5	2,835,069.0	35,520.5
Tax Rate per \$1,000 of Value	20.12	19.63	(0.49)
	Estimated	Actual	

Net Assessed Value is the total assessed value less exemptions. Adjustments made by DRA are mainly changes to State revenue estimates, which remain unknown until closer to rate setting. The major increase in non-tax revenue relates to an increase in Rooms & Meals allocation and an increase in State aid for Education.

The assessed value used for estimating the tax rate at adoption of the budget is the previous year's assessed value plus true growth taken from building permits. This gives the best comparison of tax impact of the budget from one year to the next. The new assessment amounts are in process throughout the year and not finalized until late September.

The new tax rate of \$19.63 is an increase of \$.91 from last year's rate of \$18.72.

Year	Rate	(Decr)	Rate	(Decr)
1997	28.70	0.50	26.40	(0.39)
1998	28.65	(0.05)	26.07	(0.33)
1999	29.22	0.57	23.65	(2.42)
2000	28.56	(0.66)	21.04	(2.61)
2001	28.48	(0.08)	20.25	(0.79)
2002	22.36	(6.12)	19.75	(0.50)
2003	20.86	(1.50)	18.90	(0.85)
2004	19.88	(0.98)	17.85	(1.05)
2005	18.18	(1.70)	16.93	(0.92)
2006	19.42	1.24	16.88	(0.05)
2007	18.72	(0.70)	17.47	0.59
2008	19.63	0.91	NA	

An important fact to remember is that an increase in assessed value **does not** increase the total amount of property tax revenue the City receives. The amount of taxes to be raised is determined by the budget process, including final revisions by Department of Revenue Administration (DRA).

Statutory Requirements

Background

State statutes govern the assessment process.

- The NH Constitution requires a physical inspection of each property as part of the valuation process every 5 years.
- NH RSA 76:2 sets the property tax year as April 1st to March 31st and also stipulates that values be assessed on April 1st of that year.
- NH RSA 75:1 requires that assessments be at market value (with a few exceptions).
- NH RSA 75:8 requires that properties shall be annually assessed in accordance with assessing standards in order to attain proportionality (re: Background section and C.O.D. within the Assessing Terminology section).

The logic that the City should, “leave the assessments alone” as taxpayers will pay too much if the City keeps changing them is the exact opposite of what is needed to achieve *tax equity*. As previously stated, the City does not raise any additional tax revenue as a result of assessment changes. The reason for changing assessments is a *tax equity* issue; i.e., that the tax burden is proportionally spread across all types of property. If assessed values are only changed intermittently, and one class of property market values grows faster than another, over time the class with faster growing market values will not be paying their fair share of property taxes. Conversely, a class of property whose market value grows slower than others will, over time, be paying more than their fair share. Municipalities must decide on how they will address keeping the assessed values as close to market value as possible to maintain equity of their taxes.

With changes in state statutes resulting from court cases, municipalities’ assessments and process must meet the review requirements every 5 years. Municipalities may still contract out their reassessments, but they need to do this every five years, which can become very costly. The process would be to hire a commercial company to come into the City and, over a period of a few months, visit all properties and assign new values. These are very costly propositions (currently estimated between \$850,000 and \$950,000 and are subject to quality issues. The quality concerns relate to recreating each property card from scratch and the data errors that occur as a result. The firm’s staff is under time constraints to produce. Separate listers on the job can make different judgments for the same class of property in different parts of the city. The whole process occurs within a short period. As a result, most cycled revaluations cause an increase to the number of abatement filings. Any property that receives an under assessment will, most likely, remain that way until the next full revaluation.

Another alternative is to keep the assessments values close to market value on an ongoing basis with City resources. These resources include proper staffing and the computer software to analyze the data to assign new values. The City has been using these resources since Fiscal Year 1994 to accomplish its assessments. Keeping the assessments close to market on an annual basis will soften the impact of any market shifts between class types of properties by realizing the changes from year to year versus a larger shift based on a longer period.

How Assessments Are Calculated

The setting of assessed values is based on a mass appraisal process using a Computer Assisted Mass Appraisal (CAMA) system. This means applying market and cost information covering a large area to properties based on their factors of location, construction, type, age, etc. on a mass basis (over 9,000 properties) to arrive at market values as of a certain date (April 1st of each year). The purpose is to arrive at values that are proportional to like type properties. The mass appraisal approach will produce values that may vary from individual appraisals done by appraisers used

by banks, etc. due to differences in market analysis, date and purpose of appraisal, valuation and quality control.

Approaches to Value

There are three basic approaches used to assess properties. These are the cost, sales and income approaches. The goal of each is to achieve an estimate of market value. The first, and most commonly used for assessed value in residential property is the cost approach. This approach looks at the actual cost of construction materials for various types of buildings, less market depreciation, in order to assign values to properties.

The second approach is sales comparison approach. This approach analyzes sales that have occurred over the previous year. They are categorized by type of building, age, neighborhood type, etc. This information is then used to crosscheck like type of properties throughout the City. It is also the main method of pricing land values.

The third approach used is the income approach. Used mainly for commercial and industrial property, this approach analyzes the income of rental space to determine the value of specific types of properties.

The City uses a combination of cost and sales approaches to assess residential property and a combination of the cost, income and sales approach for commercial and industrial property.

Assessment Process

Utilizing stratified ratio analyses of sales, sectors of the community are prioritized for cycled inspections. Based upon these inspections and market analysis, determinations are made as to why the assessments require closer review. Typically, with residential properties, the following items will be analyzed:

- Land Values: Are they too high, low, or inconsistent?
- Building Values:
 - Data: Is the City's data correct on each property?
 - Replacement Costs: Are the schedules to reconstruct homes current or inconsistent?
 - Quality: Are the relative building qualities properly represented?
 - Utility: Typically for older homes and buildings, are the schedules properly reflecting outdated items such as lack of modern plumbing, electrical service, existence of asbestos or lead pipes, etc.?
 - Depreciation: Are the depreciation schedules properly reflecting the passage of time and deteriorating conditions for properties? Conversely, when modernizations occur, do the depreciation schedules properly reflect market activity for these events?
 - Locational Depreciation: As the City grows: are diverse land uses affecting residential building values? (This is called economic obsolescence).

An analysis of depreciation is calculated on each valid sale within the City occurring within a year timeframe. The composite findings are placed on a graph and compared to existing depreciation schedules. Substantive deviations result in a re-calibration of the depreciation schedules.

Arm's-length sales provide the basis of all these studies. As the market changes, the City must constantly analyze the land, building and depreciation schedules to ensure that they produce valid indications of market activity for each property and class of property (commercial, industrial, residential, etc.).

Upon the completion of data collection and subsequent validation, current reconstruction cost and market depreciation analyses resulting from sales, various tables within the CAMA system are adjusted accordingly, e.g. cost, depreciation, etc. The CAMA system applies complex valuation

modeling from these tables to each property's variables in order to derive a value. The variables consist of numerous factors to quantify each property's unique characteristics. Examples of variables are:

- Age
- Style (ranch, colonial, contemporary, etc.)
- Number of stories (1, 1.5, 2, split level, etc.)
- Heating (force air, hot water, etc.)
- Wall materials (wood, brick, stone, etc.)
- Living area square footage
- Number of baths
- Construction quality
- Physical condition
- Overall quality grade (A+, A, A-, B+, etc.)
- Porch area
- Garage information
- Neighborhood
- Traffic (light, moderate, heavy)
- Amenities (pool, etc.)
- Lot size
- Depreciation

The property variables are cross-referenced to the various CAMA tables to arrive at each variable's contributory value component. These components are used in further computations to arrive at final estimates of value for each property. Values computed by the CAMA system are reviewed by the Assessor to determine the accuracy of the modeling by comparing the results to recent sales occurring within each area of the City. The Assessor studies the results for indications of bias of any kind through the use of stratified ratio studies, CODs, PRD, and other studies, to assure proportionality.

Assessment Process Timeline

During the year, the Data Collection Technician visits approximately 20% of the City's properties to assure the CAMA system's data integrity. During the period of December through June, the City Assessor and the Assistant City Assessor review abatement applications for approval or denial. They also work to approve or deny applications for exemptions or credit. As close to April 1st, City staff visit all new construction, or parcels that were only partially complete the previous year and take photographs to assist in determining percentage of completion later. During the period of about April through July, the City qualifies and makes a physical review of the properties that transferred hands during the previous year and analyzes them for input into the CAMA system. Preliminary assessed values are derived at the end of July or the beginning of August and assessment change notices are mailed. For a period of 2 to 3 weeks the Assessing Office holds informal meetings with taxpayers to answer questions and review their properties. All changes from the meetings are finalized in the CAMA system and final reports are forwarded to the Department of Revenue Administration for their review and for the purpose of setting the tax rate. After bills are mailed abatement applications are taken until March 1st of the following year.

Assessment Process Resources

Fundamental to successful, annual assessments are the following:

1. A computer program flexible enough to accommodate the in-house appraisal staff;
2. A continuous inspection program to ensure that the data is accurate and current;
3. An information campaign to keep taxpayers informed of the program;
4. A notification process which will inform taxpayers of impending changes in their assessment; and,
5. Informal hearing process to allow taxpayers a chance to discuss the proposed assessment.
6. Abatement filings.

Following is a discussion concerning each of these requirements:

1. **Computer System**: The City currently uses a CAMA (Computer-Assisted Mass Appraisal) system to assist in the assessment process. The system is "state of the art" mechanized valuation system that is flexible to the changes occurring in the market.

2. Inspection Program: The City currently contracts for a Data Collection Technician. The primary duty is to inspect properties on an ongoing basis to validate information on the CAMA database. By inspecting 20% of all properties each year on a rotating basis, the accuracy of the property characteristics within the CAMA database is maintained. The State Constitution and the new statutory requirements for assessment require that each community take an inventory of all properties every five years, which has been interpreted to mean an inspection of each.
3. Public Relations Program: DoverNet plays a role in conveying general and specific information to the taxpayers regarding annual assessments. Property transfer listings and the assessments of properties have been posted for public inspection. Beyond that medium, press releases and bulk mailings assist with minimal monetary requirements beyond existing resources.
4. Notification: The assessor's office currently informs taxpayers of impending assessment changes prior to tax billing via first class mail.
5. Informal Hearings: Informal hearings occur prior to the mailing of tax bills and allow the taxpayer to have their property reviewed if they feel the preliminary assessment is too high. This allows the taxpayer to address their concern in a more informal process than the abatement process.
6. Abatement Filing: The final step is the taxpayer filing an abatement application to having a formal review of their property by the Assessor. The purpose of this process is to assure that any given taxpayer is not being taxed unfairly when compared to like type properties.

Property Assessment Appeal Process

There is a two-level appeal process available to any property owner who believes the assessment of their property is in error. The first level of appeal to request an abatement of property taxes must be made to the local assessing officials. The request for abatement must be made in writing by March 1st after the December tax bill due date. If the local assessing officials neglect or refuse to satisfactorily abate the tax, the second level of appeal is either to the Board of Tax and Land Appeals or to the Superior Court in the county where the property is located.

An opinion that property taxes are "too high" is not adequate grounds to justify abatement. The "amount of tax" cannot usually be appealed since the amount of money needed to fund local government operations is determined by the local legislative bodies through the budget process. Generally, there must be an error in the assessment of the value of the property in order to qualify for abatement.

Department of Revenue Administration's Oversight

As a result of the court cases regarding School funding and assessment practices, the State Legislature passed various laws that will affect on the City in the future. The most recent of the new requirements is that the City's assessments will have to be reviewed by the DRA. DRA will review all processes to derive value, as well as the final product, and report on same.

The review process will look at whether:

- a. The level and uniformity of assessments are within acceptable ranges by considering the assessment to sales ratio study conducted by DRA.
- b. Assessment practices comply with applicable statutes and rules.

- c. Exemption, credit and abatement procedures comply with applicable statutes and rules.
- d. Assessments are based on reasonably accurate data.
- e. Assessments of various types of properties are reasonably proportional to other types of properties.

If the DRA finds deficiencies, the DRA shall recommend corrective actions to be taken, including a completion deadline. Failure to meet such a deadline can result in the DRA petitioning the Board of Tax and Land Appeals to order correction actions. The DRA reviewed Dover’s assessment review for tax year 2004 and no major findings were issued.

The Equalization Process

Local assessments vary from municipality to municipality. Therefore, some municipalities may be assessing property close to full value (because they recently adjusted values), while other municipalities are assessing property at more or less than full value (because their adjustments to values are conducted less frequently). This inconsistency makes it difficult to compare municipalities to one another since the local assessed valuations are based upon different assessment years. To give perspective of the local assessed values between municipalities, the NH Department of Revenue Administration (DRA) calculates each municipality’s equalized assessed value or an estimate of full market value. The table reflects Dover’s equalized assessed value compared to the local assessed value since Tax Year 1997. Tax Year 2007’s (Fiscal Year 2008) equalized amount is not represented, as this will be calculated by DRA next May.

Tax Year	Value	Value	Equalized
1997	952,599,500	1,028,621,807	92.6%
1998	987,376,100	1,161,777,709	85.0%
1999	1,016,384,100	1,324,236,772	76.8%
2000	1,125,988,700	1,529,921,457	73.6%
2001	1,602,637,860	1,789,901,391	89.5%
2002	1,862,594,242	2,033,558,594	91.6%
2003	2,097,001,592	2,303,407,162	91.0%
2004	2,460,035,820	2,599,843,962	94.6%
2005	2,572,209,470	2,909,166,586	88.4%
2006	2,810,621,000	2954382748	95.1%
2007	2,885,983,700	NA	

The sole purpose for equalizing local assessed property values is to ensure that public taxes and state revenues shared by towns and cities will be fairly apportioned between them. This includes state education, county and cooperative school district taxes, revenue sharing funds and adequate education grants.

The equalization process involves a detailed study of property sales throughout the state and compares these sales with the local property assessments. A by-product of the equalization process is the determination of a ratio. Generally, the ratio shows the average level at which the municipalities assessed property in the previous year in comparison to full value.

For example, a ratio of 90% would indicate that the town generally assessed property at approximately 90% of full value. The ratio does not necessarily apply to any specific property assessment, but rather indicates the average level of assessment throughout the municipality.

Over a period of several years, as the value of property increases or decreases due to market fluctuations, the ratio (the comparison of the local assessed value to full value) also fluctuates. A ratio of 100% indicates that, on the average, the municipality is assessing at full value. A ratio

below 100% indicates average assessments below full value, and a ratio above 100% indicates average assessments above full value.

Neither a high nor a low ratio, in itself, should be cause for alarm. Whether a town or city is assessing at 125% or 75% of full value is really not significant. What is more important is that the assessments are proportional, so that each property owner bears their share of the property tax burden based upon the value of their property.

Exemptions and Tax Credits

A tax exemption is a reduction in the local assessed value of property, thus resulting in a lower tax burden for the taxpayer. A tax credit is a reduction from the actual tax after it is calculated. Both exemptions and credits require the filing of applications with the Tax Assessing Office and must meet certain criteria. The theory behind these programs is to provide tax relief to certain sectors of taxpayers, such as the low and moderate income elderly, disabled, blind and deaf taxpayers and to taxpayers and their spouses who have served in the armed forces during times of armed conflict.

Current Exemption Levels and Rate Impact			
Level	#	Current	
		Levels	Total
Age 65-74	96.0	\$ 107,000	\$ 10,272,000
Age 75-79	80.0	149,000	11,920,000
Age 80+	117.5	191,000	22,442,500
Blind	19.0	107,000	2,033,000
Disabled	34.0	107,000	3,638,000
Deaf	2.0	107,000	214,000
100% Disabled Veteran	1.0	395,200	395,200
Total	349.5		\$ 50,914,700
Imputed Tax Levy Effect			\$ 999,456
Estimated Tax Rate Impact			\$ 0.35
Current Tax Credit Levels and Rate Impact			
Level	#	Current	
		Levels	Total
Veterans	1,230.0	\$ 350	\$ 430,500
Veterans - Disabled	40.0	2,000	80,000
Total	1,270		\$ 510,500
Estimated Tax Rate Impact			\$ 0.18
Total Tax Levy Impact			\$ 1,509,956
Total Tax Rate Impact			\$ 0.53

Tax Rate Impact

Tax exemptions impact the tax rate by decreasing the total assessed value. As the value is decreased, the rate increases. Tax credits impact the tax rate in a manner similar to additional spending.

It is estimated that the value exempted from assessed value is equivalent to \$999,456 in tax dollars with an impact of \$.35 on the tax rate. It is estimated that the tax credits of \$510,500 has an impact of \$.18 on the tax rate. The combined impact is \$1,509,956 resulting in \$.53 on the tax rate. In other words, if neither of the tax relief programs existed the tax rate would be \$.53 lower.

Taxpayer Impact

The effect of granting exemptions and credits is that the taxpayer receiving the exemption or credit has a reduction in taxes; however, the taxes are spread to other taxpayers. The following table reflects the tax impact to taxpayers at varying levels of assessment for the FY08 exemption and credit levels.

Total Taxpayer Impact from Exemptions and Credits

Assessed Value	Impact from Exemptions	Impact from Credits	Total Impact
\$100,000	\$35	\$18	\$53
200,000	70	36	106
300,000	105	54	159
400,000	140	72	212
500,000	175	90	265
1,000,000	350	180	530

Exemptions to Assessed Value

The City offers exemptions for elderly, blind, deaf and totally and permanently disabled persons as follows:

Description	Prior Year	Current Year	\$ Change	% Change
Age 65 - 74	100,000	107,000	7,000	7.0%
Age 75 - 79	140,000	149,000	9,000	6.4%
Age 80 & over	180,000	191,000	11,000	6.1%
Blind	100,000	107,000	7,000	7.0%
Disabled	100,000	107,000	7,000	7.0%
Deaf	100,000	107,000	7,000	7.0%
100% Disabled Veteran	All Value	All Value		

Exemption for the Elderly

RSA 72:39-b To qualify for an exemption for the elderly, a person must be 65 years of age or older and meet income and asset limitations. The amount of a qualified elderly exemption is based on the applicant's age. Applicants for elderly exemptions must also have been a resident of New Hampshire for at least three consecutive years preceding April 1st of the year in which the exemption is claimed. Only one elderly exemption is allowed on the primary residence.

Exemption for the Blind

RSA 72:37 To qualify for an exemption for the blind, the person must be legally blind as determined by the administrator of Blind Services Program, Bureau of Vocational Rehabilitation of the Department of Education. There are no income or asset restrictions for a blind exemption. Applicants for blind exemptions must be a resident of New Hampshire as of April 1st of the year

in which the exemption is claimed. Blind exemptions can be received in conjunction with an elderly exemption.

Exemption for the Disabled

RSA 72:37-b To qualify for an exemption for the disabled, a person must be eligible under Title II or Title XVI of the Federal Social Security Act for benefits to the disabled and meet income and asset limitations. Applicants for disabled exemptions must also have been a resident of New Hampshire for at least five years preceding April 1st of the year in which the exemption is claimed. Disabled exemptions are received until age 65, at which time the property owner may apply for an elderly exemption.

Exemption for the Deaf

RSA 72:38-b To qualify for an exemption for the deaf, a person must have a 71 Db hearing loss or greater in the better ear as determined by a licensed audiologist or qualified otolaryngologist and meet income and asset limitations. Applicants for deaf exemptions must also have been a resident of New Hampshire for at least five consecutive years preceding April 1st of the year in which the exemption is claimed. Applicants must meet income and asset limitations. Deaf exemptions can be received in conjunction with an elderly exemption.

Exemption for Certain Disabled Veterans – 100% Exemption

RSA 72:36-a To qualify for a total tax exemption for certain disabled veterans a person must be honorably separated from the military service of the US and have been totally and permanently disabled and is a double amputee, paraplegic, or has blindness in both eyes with visual acuity of 5/200 or less and who owns a specially adapted homestead acquired with VA assistance. The surviving spouse of such a person is also eligible to receive this credit. The credit applies to the person’s primary residence.

Income and Asset Qualifying Criteria

In order for elderly, disabled and deaf applicants to be eligible for an exemption level, they must meet certain income and asset criteria. Income and assets from the previous calendar year is used determine eligibility. Exemptions for the blind have no income or asset qualifying criteria. Income is defined as the total annual income from all sources including Social Security, but does exclude the following: life insurance proceeds, expenses and cost incurred conducting a business and proceeds from the sale of assets. Insurance and asset sale proceeds are considered assets the following year. The asset criteria include all forms of tangible and intangible assets; however, the actual residence (including land up to 2 acres) is not included toward the maximum amount. The income levels were adjusted for the year by the 2004 CPI-U Boston Area annual average of 2.75%. The prior year and current year levels are:

Income and Asset Qualifying Criteria

Maximum Income	Prior Year	Current Year	Change
Single	34,000	35,000	1,000
Married	47,000	48,000	1,000

Maximum Assets	Current Year	Current Year	Next Year
All applicants	150,000	155,000	5,000

Tax Credits

The City provides the following levels of tax credits:

Description	Prior Year	Current Year	Change
Veteran	300	350	50
Veteran with 100% Disability or Surviving Spouse of such Veteran	2,000	2,000	-

Tax Credit for Veterans

RSA 72:28 To qualify for a tax credit for a veteran a person must have provided the necessary documents to prove they served not less than 90 days in the armed forces of the US or its allies in any qualifying war or armed conflict and was honorably discharged or an officer honorably separated or the spouse or surviving spouse of such a resident. Also eligible are residents who were terminated because of service-connected disability, or the spouse of such a resident, or the surviving spouse of any resident who suffered a service connected death.

Tax Credit for Surviving Spouse

RSA 72:29-a To qualify for a tax credit for a surviving spouse a person’s spouse must have died while on active duty in the armed forces of the US or its allies in conflicts delineated for veteran’s credits. The credit can apply to residential or non-residential property in the municipality where the surviving spouse lives.

Tax Credit for Service-Connected Total Disability

RSA 72:35 To qualify for a tax credit for service connected disability a person must be honorably separated from the military service of the US and who has been totally and permanently disabled or a double amputee or a paraplegic because of a service connected injury. The surviving spouse of such a person is also eligible to receive this credit. The credit applies to the person’s residential property.

Exemption and Credit Application Filing Periods

All applications for exemptions or credits must be made to the local assessing officials by April 15th, prior to the setting of the tax rates in October.

Tax Deferral for Elderly and Disabled.

RSA 72:38-a To qualify for the tax deferral program a person must be at least 65 years old or eligible under Title II or Title XVI of the Federal Social Security Act for benefits for the disabled. The person must be living in their home and owned their home for a least 5 consecutive years if qualifying as an elderly applicant, or at least one year, if disabled. The person must file annually by March 1st following the December due date to receive a full or partial deferral after determination by the Assessor that, in their opinion, the tax liability causes the taxpayer undue hardship. Deferred taxes create a lien on the property and accrue 5% annual interest. Any party with a mortgage interest in the property must approve of the tax deferral. The liens remain in place until redeemed or the owner dies. The heirs have nine months to redeem the liens prior to the normal deeding procedure occurring.

Tax Collection Process

In Dover, property taxes are due in 2 installments. The first is due in December and the second is due the following June. The invoice received for the December due date is considered to be the tax bill. This reflects the tax rates for the year, the assessed values, the total amount of property

taxes due for the year and the due dates for the 2 amounts. This bill is for the current tax amount only and does not include any amounts still outstanding from other tax years. For the June due date, the City sends out a reminder. This reminder reflects any abatements or payments that have been made against the second half due amount. By law, the property tax bill must show the assessed value of the property, along with the tax rate for each component of the tax: the city, county, local education and State Education Property Tax rates. The City sends quarterly statements to all taxpayers with outstanding balances reflecting all amounts due from any tax levy or lien.

The collection, lien and deeding processes and interest rates are all set by state statute. After each due date, any unpaid balance will begin accruing interest at the rate of 12% per annum. Should any balance for the tax year remain outstanding, approximately 30 days after the second due date, a notice of impending lien is forwarded to the property owner. This notice states the date a property lien will be placed against the property (at least 30 days notice). A notice cost is assessed to the property owner. Should the balance remain outstanding on the date stipulated on the notice of lien, a lien will be placed against the property and registered at Strafford County Registry of Deeds. Notices are subsequently sent to all parties with a mortgage interest in the properties receiving liens. The lien includes additional costs that are added and all accrued interest to that point. This new lien principal amount will accrue interest at the rate of 18% per annum.

Taxpayers may redeem the tax lien at any time within a 2-year time frame. They must pay the lien principal, plus all accrued interest and redemption fees. For any unpaid liens, the City sends an impending deeding notice to property owners 30 days prior to the 2-year mark. If the lien remains unpaid after this period, the City takes title to the property. The City may retain the property for its own use or sell the property at auction per NH statute.

Assessing Terminology:

There are several terms used regularly by assessors that are critical to the assessment process, but not generally known by the public at-large. Following are important terms to understand:

Ratio: Otherwise referred to as assessment-to-sales ratio, this statistic measures the relationship between sales prices and current assessments. For example, if a property sold for \$100,000, and the assessment was \$90,000, the Ratio would be 90% for that property. The Department of Revenue Administration calculates the ratio for every arm's-length sale in every community over a year timeframe, arraying them from high ratio to low. The median point in the array of City sales is established as the ratio for the City for any given year.

Stratified Ratios: This is similar to the Ratio above, except that it looks to the ratio of each class of properties. This study looks for bias that may exist within the assessment base. These stratified ratios studies can be expanded even further. For example, studies will occur to see if older homes are assessed at the same level (ratio) as newer homes, ranches as compared to colonials, and location differences along with many other comparative studies.

C.O.D: (Coefficient of Dispersion) While the Ratio measures the level of assessments, the COD measures equity in taxes (proportionality) amongst properties of equal value. The COD measures the variation of sales price to assessed value amongst a set of properties with like sales prices. The average difference (from the median sales ratio) is divided by the median sales ratio to arrive at a percentage (the COD). This is the most important statistic an assessor works with. According to the International Association of Assessing Officers (IAAO) the measure of equity falls into the following ranges:

<u>Percent</u>	<u>Equity Measure</u>
10% or less	Excellent assessment equity
11% - 14%	Good assessment equity
15% - 20%	Fair assessment equity
over 20%	Poor assessment equity

PRD: (Price-Related Differential) This statistic measures the relationship between higher valued properties and lower valued properties, and their respective assessments. This statistic answers the question: “Is there a bias for or against lower or higher valued properties?” For example, a PRD over 1.00 indicates a regressive assessment base, or, that higher value properties are assessed at a lower ratio, conversely, a PRD under 1.00 indicates a progressive tendency, or, shows that lower value properties are assessed at a lower ratio than higher value properties. Ideally, this statistic should be 1.00, but IAAO recommends that the PRD fall between .98 and 1.03.

Arm’s-length transaction: This is a term used to describe a transfer of property between a buyer and a seller that qualifies for use in a sales ratio study. In order to be considered arm’s length the property must be exposed on the open market for a typical length of time. Neither the buyer nor seller is under duress to buy or sell. Both the buyer and seller are aware of the potential uses of the property and the transaction is made in cash or cash equivalency (financing). The interests transferred are free and clear of encumbrances; i.e., fee simple, absolute ownership.

City of Dover

Property Tax Calendar

Tax Year April 1 through March 31

This calendar reflects the process and dates for a property tax levy for one tax year in chronological order. Due to the length of time for a complete process of one tax levy, dates of multiple tax years will overlap. The Property Tax process of assessment, collection, tax liens, deeding, interest rates and additional fees are controlled by NH State Statutes and references by RSA are annotated.

Date	Action
April 1	Beginning of tax year. Although assessed values on which taxes are computed are finalized later in the year, all property values are assessed for the tax year <i>as of</i> this date. RSA 76:2
April 15	All Tax Exemption and Tax Credit applications must be filed with the local assessing office for the tax year. Forms are available on-line at the City's web site or at the local assessing office. RSA 72:33
May 1 through June 30	Low and Moderate Income Homeowners Property Tax Relief filing period at the NH Department of Revenue Administration. Taxpayers can receive relief of a portion of the State Education Property Tax. Forms are available at the local assessing office. RSA 198:57
July 1	Approval or denial notice is given to taxpayers filing for Tax Exemption and/or Tax Credit. RSA 72:34
During October	<p>The tax rate per \$1,000 of assessed value is finalized with the NH Department of Revenue Administration. RSA 21-J:3</p> <p>Taxes are assessed by the Tax Assessor for the most recent owner known for each taxable property for the assessed value as of April 1 and a Property Tax Warrant of the tax levy prepared and delivered to the Tax Collector. RSA 76:10</p> <p>The Property Tax Bills for the tax year are mailed reflecting the full taxable value, the tax rates, the full amount of taxes due, any exemptions or credits and when the two half payments are due. Information on exemption, credit and abatement filing dates is included. RSA 76:11-a</p>
December 1	The first half of the Tax Bill for the tax year is due. Interest accrues at the rate of 12% per annum after the due date. Chapter 28, 1982 Session Laws
Beginning of January and at the end of each quarter thereafter	<p>Taxpayers with outstanding balances begin receiving quarterly statements for all property taxes overdue on all property owned by them. RSA 76:11-b</p> <p>The statements include information about the future Tax Lien process, interest rates and the potential of additional fees that will be assessed if not paid.</p>
March 1	<p>Deadline for taxpayers to file an abatement and/or deferral applications for the tax year. RSA 76:16 and RSA 72:38-a</p> <p>The abatement request must be based on the assessed value being incorrect due to a data error or disproportionate in comparison to other like properties. An opinion that the tax is "too high" is not grounds for abatement.</p>

Date	Action
March 31	End of tax year. RSA 76:2 No further taxes can be levied for tax year. Although the end of the tax year, the collection process for this tax year's levy continues.
During April	A reminder for the amount due for the second half due in June is mailed.
June 1	The second half of the taxes for the tax year is due. Interest accrues at the rate of 12% per annum after the due date. Chapter 28, 1982 Session Laws
July 1	All abatement applications not acted on are considered denied by the local assessing office. RSA 76:16
During July	Letters, sent certified with return receipts, giving at least 30 days notice are sent to all taxpayers with outstanding balances on their property for the tax year that a Tax Lien will be placed on their property on a certain date in August. An additional notice fee is added to the amount due. RSA 80:60
During August	<p>All properties that have outstanding balances on the lien date have a Tax Lien recorded at the County Registry of Deeds. All interest due, notice costs and additional recording fees are added to the outstanding taxes to become the lien amount. The lien amount accrues interest at 18% per annum from the lien date. RSA 80:81 and RSA 80:82</p> <p>After liens are registered the Tax Collector sends notices by certified return receipt mail to all mortgagees of property with liens. RSA 80:65</p>
September 1	Deadline for taxpayers to appeal any abatement application decision or denial of tax exemption and credit applications to either the NH Board of Tax and Land Appeals or Superior Court but not to both. RSA 76:16-a and RSA 76:17
Within 2 Years from Lien date	Tax Liens may be redeemed by payment of all amounts due against a property including interest and redemption fees. RSA 80:69
30 days prior to the end of 2 Year period from the Lien date	<p>Letters, sent certified with return receipts, giving at least 30 days notice are sent to all taxpayers with outstanding liens on their property for the tax year that their property will be deeded on a certain date in August. An additional notice fee is added to the amount due. RSA 80:77</p> <p>At least 30 days prior to executing a tax deed the Tax Collector sends notices by certified return receipt mail to all mortgagees of property to be deeded. RSA 80:77-a</p>
At least 2 Years and 1 day from Lien date	<p>Any property whose tax lien is not fully redeemed shall be deeded to the City. The City may refuse to deed property if it would subject the municipality to undesirable obligations or liability risks. RSA 80:76</p> <p>Once deeded the City may retain the property for its own use or sell the property at auction. RSA 80:91 Sale of tax deeded property within 3 years of deeding must first be offered to the previous owner prior to general public offering. RSA 80:89</p>

City's web site: www.ci.dover.nh.us

Note: The City is not involved with the proration of property taxes between a buyer and seller of property. Please refer to the Strafford County Bar Association's policy statement posted on the City's web site. Questions regarding proration of taxes should be directed to your attorney or real estate agent.