PORTSMOUTH, NH
COMMERCIAL DATA COLLECTION
FISCAL YEAR 2024

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, the following items should be adhered to.

- It is important to look professional, act 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.
- It is always a good idea to set up an appointment date and time on the largest commercial properties such as apartment complexes, nursing homes, assisted living, colleges, and other significantly large properties. The assessor's office may have contact phone numbers for these types, especially if they are previous or current court cases.
- 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.

VISION REPORTS TO BE USED IN CONJUCTION WITH THE PORTSMOUTH COMMERCIAL GUIDELINES.

Cost Group Rates
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The following is a list of Commercial Data Collection Guidelines for the City of Portsmouth, NH. These Guidelines apply to the City of Portsmouth only. The Vision Appraisal Technology Commercial Data Collection Manual should be followed for all other areas not covered within these guidelines.

The existing City Vision property record cards will be used during this Revaluation. All corrections are made thereon. Supplement with data collection forms for new construction, etc.

All questions or suggestions regarding the Commercial Data Collection should be addressed to Steve Whalen at 617-462-06091.

Properties Included in the Commercial Data Collection

All Commercial, Industrial and Mixed-Use properties including vacant lots (Land Use Codes start with a 3 or 4).

All Apartments that include four (4) units and up including Assisted and Independent Living Facilities and Day Care properties where the Land Use Codes are 1111 to 1120 and 1400.

Land Use Codes (L.U.C.)

Land Use Codes shouldn't be changed unless an erroneous code requires correction. Check with the Commercial Project Manager or the Assessor before changing these codes.

Refer to Portsmouth Land Code Report for proper codes. This listing will also indicate the default model for selected codes.

Land Characteristics Codes and Descriptions

Topo	Utilities	Street/Road	Location
00-Undefined		00-Undefined	00-Undefined
1–Level	0-All Public	1-Paved	1-Uban
2-Above	00-Undefined	2-Light	2-Suburban
3-Below	1-Public Sewer	3-Medium	3-Rural
4-Rolling	2-Public Water	3A-Unpaved	4-Bus District
5-Steep	3-Septic	4-Heavy	5-Industrial
6-Swamp	4-Pvt Well	4A-Proposed	6-Recreation
7-Ledge	5-Com Well	5-No O/S Pkg	7-Waterfront
8-Landscaped	6-Lake Water	5A-Class 6	8-Flood Plain
9-Wetland	7-None	6-1 Off St Pkg	9-Town Line
		7-2 Off St Pkg	
		8-2+ Off St Pkg	
		9-0 Off St Pkg	

Building Style Codes

Refer to Portsmouth building styles report.

Commercial Heat and Air Conditioning

HEAT TYPE:
01 = None
02 = Floor Furnace
03 = Hot Air- No Duc
04 = Forced Air Duc
05 = Hot Water
06 = Steam
07 = Elec Baseboard
08 = Radiant Water

AC TYPE:
01 = None
02 = Heat Pump
03 = Central
04 = Unit/AC
05 = Vapor Cooler

FRAME TYPE (structural frame)

01 = None
02 = Wood frame
03 = Masonry
04 = Reinforced Concrete
05 = Steel
06 = Fireproof Steel
07 = Special (or other)

	FRAME TYPE
1	None
2	Wood
3	Masonry
4	Reinf. Concrete
5	Steel
6	Fireproof Steel
7	Special

Baths/Plumbing

One of the major differences in the coding of Baths/Plumbing is that unlike 01 Model entries, where the actual bathroom count is entered, when listing Baths/Plumbing in Models 94, 95 and 96 enter a code which represents the following:

00 = None
01 = Light
02 = Average
03 = Above Average
04 = Extensive

	BATHS / PLUMBING
0	None
1	Below Average
2	Average/Typical
3	Above Average
4	Extensive

The above codes will be compared against a typical building of the same style code. Most codes will be entered as 02/average.

Ceiling and Wall Finish

First decide if the ceilings are suspended type or not. If suspended:
00 = NA
01 = Susp-Ceiling only (no wall finish)
03 = Susp Ceiling and Minimal wall finish
05 = Susp Ceiling and wall finish

If not suspended:

02 = Unsup Ceiling finish only (no wall finish)
04 = Unsup Min Ceiling finish and minimal wall finish
06 = Unsup Ceiling and wall finish

Number of Rooms/Partitions

Base your decision on whether the amount of the partitioning of the subject building compared to the typical amount fount in a same style. Most conclusions will be average. Note: Above average partitioning does not always convert to a higher market value.
00 = NA
01 = Light
02 = Average
03 = Above Average
04 = Extensive

% Common Wall

This is utilized for improvements that have a shared wall or walls with adjacent buildings. To estimate the 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: A 50 x 50 one story building with one wall as common to an adjacent building.

Overall Perimeter = 4 x 50 = 200 lineal feet
Common Wall = = 50 lineal feet
Since half the length will be allocated to each building, divide 50 lf by 2 = 25 lf
The Common Wall Percentage is 25 lf divided by the total perimeter of 200 lf = 12.5% round to 13% (enter on card as 13).

Wall Height

On single story structures, this is figured as the point from Ground Floor to Roof Eave and not the peak of the roof.

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

Note: even on single story buildings there may exist varying wall heights and the average wall height is required.

Outbuildings/Extra Features

You may use any of the Outbuilding Codes. See Outbuilding Code report for a list of used codes.

Building 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: Number of total apartments in complexes and breakdown of bedrooms, how many occupancies of square feet is vacant at the time of your visit, list of other properties that support subject with parking, self storage number of units, mixed use as to what % is residential and commercial.

The following aspects of a property are to be added to the Building Notes Section or otherwise considered:

1) All greenhouses are to be measured and listed.
2) Use a Percent Complete Worksheet when doing new construction or additions. Make additional, clear notes regarding recent permits.
3) If applicable note number of apartments, hotel rooms, storage units, movie screens, etc. if possible.

4)   Identify if any self storage space is temperature controlled. Pick up lifts in multi-story self storage buildings.

Depreciation

Commercial buildings utilize the following depreciation table.

    Commercial Depreciation Codes :   VP, P, F, A, G, VG, E

Depreciation Codes should not be changed unless there is adequate evidence that the current code is not correct. The overall condition of any structure must include the interior and the exterior aspects.

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 BAS for the first-floor area, and FUS 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 BAS or FUS (except for unfinished space).

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 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 BAS. Keep it simple.

Example 2: A 30 x 60 retail store has an area in the front, 30 x 45, 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 BAS.

Example 3: You are listing a large 3 story apartment building. You properly code 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 BAS for the first floor and FUS for the upper stories. Label the unfinished basement as UBM. The point is that the primary area that corresponds to the description used (the apartment living and common area) only BAS or FUS 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 most of the building as illustrated in the next example.

Example 4: Another example of deviant sub-area codes is as follows:

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 BAS. Label the 20 x 60 lower quality wooden storage area as FST (Finished Storage Area).

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

Example 5: On unfinished type buildings such as garages, industrials, self storage and warehouses the office area (s) are to be labeled as code *AOF* and retail areas to be labeled as *SDA*. Additionally, it is not necessary to list the interior finish of this space since the AOF and SDA code already accounts for the sheetrock walls, carpeted floors and finished ceiling (typical). Air Conditioning and Sprinklers are still required to be picked up.

Refer to the Sub-Area Code report for a list of all sub-areas used in Portsmouth, NH.