

## **Community Certification Report (CCR) - Upload Template - Procedures**

The following directions will be listed in the order of each subsection. Please note that all sections are required to be completed before upload into Gateway. **In any instance of just a YES or NO answer for a cell – use a “Y” for YES and use an “N” for NO or leave the cell blank.**

**To Upload Completed Template** (The entire template must be completed before upload):

- Log on to Gateway
- Select the “Certification” tab
- Under the CCR & Addendum section – Select “**Upload CCR Data**”.
- When the “**Upload CCR Data**” section opens:
  - Select the appropriate community from the drop-down list.
  - Select the appropriate certification fiscal year.
  - Click on the “Choose File” button which will lead you to the files on your computer.
  - Select the template file you wish to upload and click on “Save”
  - You will either receive a notice that the file has been saved or a list of missing or incorrect items by page. These will require correction in the template before **re-uploading**.

**Completing the CCR Template:**

It is highly recommended to write/compose all comments in Word and copy into the appropriate sections in Gateway after the template is uploaded.

**Many comment fields are limited to a certain number of characters (35 including blanks)** so lengthy comments may not be accepted. In this case, upload a Word document with your comments in the Current Documents Section on the Signa and Submit CCR page. You can then note, in the comment section, to refer to the uploaded comments in the necessary sections.

Many data fields are also limited in the number of characters accepted.

**Do not reformat (use fill color, formulas, or font color) in the template. Do not type in any cells not required to be entered. **Bolding in the explanations is for emphasis – DO NOT BOLD YOUR ENTRIES.****



## **Community Certification Report (CCR) - Upload Template - Procedures**

### **Community Data – First Tab Page 1**

- Input the Community Code (3 digit) and the appropriate Certification Fiscal Year.

#### **Top Five [Non-505-506] Taxpayers**

- *List the Names of the Top Five Taxpayers of the prior Fiscal Year.* Make sure the list is based on the current taxes (if not Gateway reorders them). Do not include property classes 504 505-506. The % change will auto-fill in Gateway upon upload based on the value information.
- Input the codes for the type(s) of property [(1)Real, (2)Personal, (3)Multiple Parcels, (4)Real & Personal, (5)Everything] used in calculating the total tax exposure.
- Fill in the predominant use code.
- Fill in the Current Value and Proposed Value.
- *List the “Top 5 Taxpayers” by Current Value - high to low.*  
**Note:** For any property 10% (actually 10 points) away from its overall class percent change (as noted in the LA-13 statistics, LA-4 Comparison, or the LA-3 VSR), be prepared to explain why there was a large change in the value.
- Comments can be made in the Top 5 Taxpayers Advisor Comments section.

#### **Assessor’s Office Data:**

- **Enter the code** for the “Property (Type)” the vendor will be responsible for [(R)Residential, (C)Commercial/Industrial, (E)All Real, (P)Personal, (A)All].
  - List the name of the Vendor representative.
  - **DO NOT ENTER Reval Vendor - Vendors must be selected later in Gateway after upload.**
- If and additional vendor is being used:
  - Enter the code for the type of property they will be responsible for [(R)Residential, (C)Commercial/Industrial, (E)All Real, (P)Personal, (A)All].
  - List the name of the Vendor representative.
- List the name of the In-House Program Manager and their position.



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### **Tax Mapping System:**

- List the name of the *Base Year* Firm.
- Indicate the year (Base Year) base maps were created (ex 1973)
- **INSERT A Y** if these maps were based on aerial photography (Photogrammetric), or an **N** if not
- **INSERT A Y** if the tax maps are updated yearly, or an **N** if not
- **List the Firm** who currently updates the maps annually or most recently. (Official name of firm or City/Town engineers or assessors Staff.) Format – Max 35 characters including spaces.
- **INSERT A Y** if updated by Assessors/Staff, or an **N** if not
- **INSERT A Y** if the tax maps have been digitized (computerized), or an **N** if not
- **INSERT A Y** if GIS is used by the assessors, or an **N** if not

### **CAMA Systems:**

- List the name of the *Residential* CAMA system (version is helpful too).
- List the Fiscal Year the system was installed.
- **INSERT A Y** if this is an Existing system, or an **N** if not
- If this is a new system – **INSERT A Y** if a Full Field Review was done, or an **N** if not
- List the name of the *Personal* CAMA system.
- List the name of the *Commercial / Industrial* CAMA system.
- List the CAMA Table Date

## **Certification Tracking and Data Quality – First Tab Page 2**

### **Public Disclosure:**

- Indicate the public disclosure period in weeks.
- **Enter the code** for the format of the Public Notice that will be posted:
  - **(W)**Web, **(P)**Posted, **(WP)**Web and Posted
- **INSERT A Y** into each field for if there will be a value listing, impact notices, or informal hearings - or an **N** if not



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### **Certification Tracking:**

- Enter the Data Quality Date and the Project Completion Date.

### **Data Quality:**

- **INSERT A Y** if the community has performed a formal data quality study, or an **N** if not
- **INSERT A Y** if you reviewed the community's data quality results, or an **N** if not
- For each type of property: Residential, Apartments, Commercial / Industrial, Business Personal Property and Exempt – Complete the following for the **BLA Data Quality Review**.
  - Percent Reviewed (except for Personal Property), Up to 3 digits, no decimals.
  - **INSERT A Y** if the Data Quality was acceptable (except for Personal Property), or an **N** if not
  - Insert the FY of the last Full Measure and List
  - Insert the FY the Current Cycle Inspection Program Ends
  - Insert the % Complete of the Cyclical Inspection Program. Up to 3 digits, no decimals.
    - If a cycle ends in the same year as the completed M&L, and the community has 100% completed the inspections, enter the next cycles dates with 0% completed
- **INSERT A Y** if the Data Collection Manual is available in the Assessor's Office, or an **N** if not

### **Sales Analysis – Second Tab Page 3**

### **Sales Verification:**

- List the name of the person most responsible for qualifying sales and list that person's position.
- **Enter the code** for data sources: **(MLS)** MLS, **(D)** Deeds, **(Q)** Questionnaire, **(OS)** On-Site or **(A)** Agent.

### **101 Neighborhoods:**

- List the 101 Neighborhood sales – Provide the Neighborhood Code/Name (6 Characters only), # of Sales, Median and COD for each neighborhood (Medians are expressed as two decimal places (say .90 or 1.01), COD's are expressed as two places with two decimal places (say 5.70 or 15.45). If multiple neighborhoods share pricing, they can be combined.

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- There are 24 sections available on the template. If there are many more neighborhoods, you can have them in an Excel spreadsheet and that spreadsheet can be upload on the sign and submit page. – If you upload a sheet, a comment should be made to this effect in the Advisor Comments section for the 101 Neighborhoods. NOTE: If there are more than 24 neighborhoods you may also add them manually on Gateway by hitting the “Add 10 Neighborhood Rows” button and manually entering the data.
- Additional 101 stratification provided: **INSERT A Y** to indicate whether the additional stratifications were for - Sale Price, Sale Date (these are in Gateway) Style, Size, or Age. - or an **N** if not

### Condominium Sales Verification:

- List the residential condominiums sales by complex or type. Provide the name of the Condo Complex or Type (35 characters including spaces), the number of sales, median and COD for each.
- In complexes where no sales occurred, be prepared to provide alternate substantiation (in the comments section) for how those complexes were adjusted.
  - Note: In communities that have a significant number of complexes due to converted multi families it may make more sense to list condo sales by style, rather than complex.
- There are 8 rows available on the template. If there are many more Complexes/Types you can have them in an Excel spreadsheet and that spreadsheet can be uploaded on the sign and submit page. – If you upload a sheet, a comment should be made to this effect in the Advisor Comments section for the Condominium sales. NOTE: If there are more than 8 Condominium rows you may add them manually on Gateway by hitting the “Add 10 Condominium Rows” button and manually entering the data.

## **Residential Valuation – Third Tab Page 4**

### Residential Valuation:

- Indicate the predominant standard base lot value and lot size. (if Acres: Min 1 digit, max 2 digits with 2 decimal places; if Square Feet: whole number up to 6 digits) and **Enter the Units code as (S) SF OR (A)Acres.**
- Add any Base Lot notes. (35 characters including spaces)
- Indicate the standard rear value per Acre.

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- Add any Rear Value notes. (35 characters including spaces)
- Indicate the predominant undevelopable value per acre.
  - **Note:** If the community uses a standard percent adjustment, then multiply the % times the excess land price and enter that figure. **DO NOT ENTER THE %.**
- Add any Undevelopable Value notes. (35 characters including spaces)
- **INSERT A Y** if a size curve is applied to excess land, or an **N** if not
- Fill in the Excess rate at 100 acres.
- Estimate the average Land-to-Total Value ratio for the 101 class. Up to 2-digits with two decimal places (E.g., 45.00 for 45 %). **Note:** All 101's, land value only. Divide by total 101 value (land and bldg.)
- Indicate the Undeveloped Discount in: \$'s OR % .
  - **INSERT A Y** if this is for Utilities and/or Site Improvements, or an **N** if not
- **INSERT A Y** if the community has Open Space parcels, or an **N** if not
- Note the percentage reviewed and minimum acreage required for open space.

### Residential Market Models:

- **INSERT A Y** - all applicable **RESIDENTIAL MARKET** (valuation) **MODELS**.  
New: Changed systems, tables, schedules, and formulas or adopted new methods or techniques.  
Indexed: Cost tables and land schedules were “factored” based on regional economic indexes.  
Updated: Cost tables were updated to current assessment date; land values were recalculated.  
Market Adj: Existing values or base rates were adjusted based on stratified A/S ratio analysis.
- Indicate FY a field value review was conducted (should be current FY: if not indicate why in the Residential Land Advisors comment section), and by whom. (Use one of following: **ASSESSORS, STAFF, CONSULTANT.**)

### Residential Land:

- List the Zoning Range Minimum (if Acres: Min 1 digit, max 2 digits with 2 decimal places; if Square Feet: whole number up to 6 digits) and **Enter the Units code as (S) SF OR (A)Acres.**
- List the Zoning Range Maximum (if Acres: Min 1 digit, max 2 digits with 2 decimal places; if Square Feet: whole number up to 6 digits) and **Enter the Units code as (S) SF OR (A)Acres.**

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- Enter the number of residential **Land Neighborhoods** - pricing neighborhoods or site indexes if used (Whole number 3 digits), if greater than reported in the sales analysis section; be prepared to explain, in the comments section, how neighborhoods without any recent sales were valued.
- **Land Table Status** - *Enter the code*: (I) Indexed, (U) Updated, (N) New, (E) Existing
- **Land Adjustments** - **INSERT A Y** to indicate if land adjustments are used for Traffic or View, or an **N** if not
- **Table Types** - **INSERT A Y** if specific (Table Types) are used: (Prime Site, Secondary, Excess Frontage, Waterfront, Rear / Excess, Large Acreage, Undevelopable), or an **N** if not

### **Land - Sales Analysis:**

- All land residuals with a lot size Up To zoning/standard lot size, (**Enter the code** for the use of either “Zoning” (Z) or “Standard” (SS) lot size) – Based on sales allowed on the LA3.
- All land residuals with a lot size Above zoning/standard lot size (**Enter the code** for the use of either “Zoning” (Z) or “Standard” (SS) lot size) presented by the assessors or consultant. NOTE: If the standard lot size is utilized rather than zoning, be prepared to explain any additional analysis by zoning, in the comments section. Special attention should be given to land schedules where zoning requires an area greater than or less than the schedule standard lot size. It is important to demonstrate, through extraction of indicated prime values at zoning specific sizes, that rear/excess pricing is supported with market evidence. The demonstration may require an analysis by neighborhood.
- The first section is used for **Vacant Land Sales**. All vacant land sales that are still vacant as of the assessment date.
- The second section is used for **Vacant and “P” Coded Land Sales**. All vacant land still vacant as of the assessment date and all vacant land sales improved as of the assessment date (P codes) using the proposed land value. Vacant & “P” combined
- The third section is used for **“P” Codes used in the Study**. All vacant land sales improved as of the assessment date (P codes) using the proposed land value. – This section can be used for data “used for analysis by the Assessor/Vendor” that expands on those “P” coded sales allowed on the LA3. Be prepared to elaborate, in the comment section, if the “P” codes do not appear on the LA-3.

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- The fourth section is used for *Land Residuals* – Based on sales allowed on the LA3.
- The fifth & sixth sections are used for *Land Residuals for Up-To and Above (Zoning or Standard Size)*
  
- Each of the columns (for each of the sections above) require the following information:
  - Number – Insert the number of sales for the study.
  - Period Months – Enter 12 or 24 Months.
  - Median - Median format: from 0.00 to 1.00 (say .94)
  - COD - COD format: from 0.00 to 99.99 (say 9.25)
  - Number of Sales for each Time Frame
  
- Complete the Time Grid to indicate the time range of the sales above. **Time Choices:**
  - **If - One calendar year was used:**
    - For the first Time Choice **-Enter the code for** the Time Choice to indicate – **BYS** (for the *Base Year Sales*)
    - Insert the actual year of those sales
    - List # of sales that occurred in the 12 months of the study
  - **If - Two whole calendar years were used:**
    - For the first Time Choice **-Enter the code for** the Time Choice to indicate – **PYS** (for the **PreBase** Year Sales)
    - Insert the actual year of those sales
    - List # of sales that occurred in the first 12 months of the study
    - For the second Time Choice **-Enter the code for** the Time Choice to indicate – **BYS** (for the **Base Year Sales**)
    - Insert the actual year of those sales
    - List # of sales in the second 12 months of the study – Base year (This being the 12 months just preceding the assessment date)

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- Or, if the - **Two years used, were not calendar years:**
  - For the first Time Choice - **Enter the code for the Time Choice to indicate – 6PY** (for the **6 Mo’s PreBase Year Sales**)
  - Insert the actual year of those sales
  - List # of sales that occurred in the first 6 months of the study
  - For the second Time Choice - **Enter the code for the Time Choice to indicate – BYS** (for the **Base Year Sales**)
  - Insert the actual year of those sales
  - List # of sales in the 12-month period (This being the 12 months just preceding the assessment date)
  - For the third Time Choice - **Enter the code for the Time Choice to indicate – 6PBS** (for the **6 Mo’s PostBase Year Sales**)
  - Insert the actual year of those sales
  - List # of sales that occurred in the last 6 months of the study (This being the six months just after the assessment date.

### Additional Model Specifications:

**Note:** This section is only completed for communities that use multiple regression analysis and can otherwise, be left BLANK.

- Regression Models: List (up to three) Models (classes or “groups” modeled).
- Insert the following statistics for each Model: R- Squared, Standard Error of the Estimate, COV, and Average % Error

### **Apartments / Mixed-Use – Fourth Tab Page 5**

### APARTMENTS:

- Number of Parcels: List the # of 111’s, # of 112’s, # of 113’s – 125’s.
  - Total must match LA4.

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### **Additional Land Schedule for 111-112:**

- Indicate the primary **Valuation Unit(s)** for 111's and 112's for each category: Sqft, Acres, Per Unit, Site, L/B (Land to building ratio) or Other (If Other is chosen – add a description for Other).
  - **Enter the code for** the class using the valuation units (111's and 112's) – (N) N/A, (B) Both, (E) 111, (T) 112 – for each of the prior categories:
- **INSERT A Y** if land values reflect **locational** adjustments (**influences**) for NBHD or Site Index, or an **N** if not
- Indicate Stratification, by **INSERTING A Y** for 111 & 112 for either Per Unit or NBHD, or an **N** if not
  - **Enter the code for** the land methodology – (S) Sales, (AB) Abstraction, (AL) Allocation or (RES) Residential.
- Indicate if apartment land was valued using residential or commercial class schedule for either 111's and/or 112's. Along with % adjustment to that table. Format: % - Up to 1 digit with two decimal places (Say - 1.25 represents 125%)
- If land tables are used based on zoning, please **INSERT A Y** in the box provided, or an **N** if not

### **Additional Market Models:**

- **Enter the code as to** whether the **Cost Approach** was the: (P) Primary Approach to value, (S) Supporting Approach to value or (N) Not Used – for either the 111's and 112's.
- List the number of “Apartment Units” in each of the following categories: Total Units, Market Units and Rent Restricted Units.

### **Residential Income Approaches:**

- For **each** of the following columns - 111's, 112's, 103's, and Other (121-125), list the following items if applicable:
  - **Income Approach to Value** – **Enter the code for** – (P) Primary Approach, (S) Supporting Approach, (N) Not Used.
  - Number of Income Statements analyzed.
  - **INSERT A Y** if rents included utilities, or an **N** if not

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- List the Average Vacancy Rate as a % - Format %: Up to 2 digits with two decimal places (Say - 7.5 represents 7.5%)
- **INSERT A Y** if Value correlation on average is 15% or less to the 2<sup>nd</sup> approach, or an **N** if not

### Cap Rate Development:

- **Enter the code** for the method used to calculate the cap-rate – **(OMR)** Overall Market Rate, **(BOI)** Band of Investment, **(BUR)** Built-up Rate.
- Indicate the **Overall Range** of rates (without tax factor) that were used. (Cap Rate Range - Up to 2 digits with two decimal places – for example: 9.75).
- Indicate the **Cap Rate Range** of rates that were used. (Cap Rate Range - Up to 2 digits with two decimal places – for example: 9.75).
- Note: The Effective Tax Rate is auto filled in Gateway.

### MIXED-USE:

- Indicate the number of *Predominantly Residential* parcels.
- Indicate the number of *Predominantly Commercial/Industrial* parcels.
- The total number of mixed-use parcels self-fills in Gateway.

### Land Schedule:

- For each of the following columns – *Predominantly Residential, Predominantly Commercial / Industrial* - list the following items if applicable [For Land Schedule & Market Models]:
  - Land Table based on Zoning – **INSERT A Y** if applicable.
  - Valuation Units – **Enter the code** for: **(SF)** Sq. Ft., **(A)** Acres, **(PU)** Per Unit, **(S)** Site, **(LBR)** L/B Ratio
  - Schedule Used - **Enter the code** for: **(R)** Residential, **(A)** Apartment, **(C)** Commercial, **(I)** Industrial.
  - Adjustment % - List the % adjustment to the chosen schedule - up to 1 digit with two decimal places (Say - 1.25 represents 125%)

### Market Models:

- Primary Approach to Value - **Enter the code** for: **(C)** Cost, **(I)** Income.
- Secondary Approach to Value - **Enter the code** for: **(C)** Cost, **(I)** Income.
- Enter the number of I & E's used for analysis.



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- **INSERT A Y** if Residential, Apartment and Commercial Schedules are Followed, or an **N** if not
- Value Allocations (Portion of value devoted to each class) are based on – **Enter the code** for: **(I)** Income, **(B)** Building Area.
- Recorded on PRC's – This is the % reviewed - up to 1 digit with two decimal places (Say - 1.00 represents 100%, .25 represents 25%)
  - Because mixed-use properties utilize multiple tax rates, in classified communities, class code errors should be brought to the assessors' attention.
- Both approaches to value correlate to within 15% for classes – **Enter the code** for – **(PR)** Predominantly Res, **(PC)** Predominantly Com / Indus, **(PRC)** Predominantly Res / Com / Indus.

### **Commercial & Ind / PP – Fifth Tab Page 6**

#### **Commercial and Industrial Valuation:**

- Enter the: # of Total C & I Parcels, # of C & I Vacant Land Parcels, # of C & I Condo Parcels.

#### **Land Schedule:**

- Indicate the land *Valuation Units* for commercial and industrial property:
  - **Enter the code:** **(C)** Commercial, **(I)** Industrial, **(B)** Both, **(N)** N/A -- for each of the following:
    - Sq. Ft., Acres, Front Ft, Site, L/B Ratio, and Other (if using Other then enter a Description of what Other represents)
- **INSERT A Y** if the Land values reflect Locational Influences for: Neighborhood, Site Index or Street Index.
  - Record the appropriate count for each.
- Enter the **prime site size** and **Enter the code for** the Units – (S) Sq. Ft. or (A) Acres.
  - **INSERT A Y** to confirm prime site reflects the amount of land required for each specific use.
  - List the Excess land value.
- For the Land Segmentation:

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- **INSERT A Y** for each of the types of land segmentation used in the community – Prime, Secondary, Excess, Expansion, Unbuildable.
  
- **Land Methodology:**
- Market Data:
  - Record number of C&I land sales available to support the final land schedule and their respective Median and COD.
- **INSERT A Y** for the land methodology used to develop the land schedules. (Sales Comparison, Abstraction, Allocation, Land Residual Capitalization, Capitalization of Ground Rent, Residential Applied, Other)
- **Enter the code** to indicate the **Primary Approach and the Secondary Approach to value** –
  - (C) Cost or (I) Income.
  - **Note:** Two approaches to value are required for these classes of property.
- Indicate the number of I&E’s used in the analysis.
- If sources other than I&E’s were used in the analysis, then list the sources. Add an explanation of these sources in the Advisor Comments.
  
- **Cap Rate Development:**
- **Enter the code** to indicate the technique used to develop an overall Cap Rate –
  - (OMR) Overall Market Rate, (BOI) Band of Investment, (BUR) Built-Up Rate.
- Indicate the overall range of rates (*without tax factor*) that were used. Format: Up to 2 digits with two decimal places
- Indicate the overall range of rates that were used by the community.
- Note: The Effective Tax Rate in \$’s is auto filled in Gateway.
- **Enter the code** to indicate the correlation of the cost and market approaches to within 15% for the:
  - (3) 300’s, (4) 400’s, (34) 300’s & 400’s

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### **PERSONAL PROPERTY VALUATION:**

- Insert the Total # of Personal Accounts (Receiving Tax Bills)
- **INSERT A Y** if the community has adopted the exemption for Small Personal Property Accounts, or an **N** if not
  - Enter the fiscal year this was adopted.
  - Enter the Base Value.
  - Enter the # of accounts Exempted.
  - **Note:** If the exemption has been adopted since the last certification, please submit a copy of the meeting vote with the certification filing.
- Annual Discovery – **INSERT A Y** all that apply: On-Site, Field Review, Permit, Business Directory, Town Clerk, or an **N** if not
- Data Collection (this year) – **INSERT A Y** all that apply, or an **N** if not: Board of Assessors, Staff, Consultant, Form of List – *insert the # received*, On-Site inspections – *insert the # of inspections*.
- Indicate the # of accounts valued by Estimation (Using a business model or the Square Foot method).
  - The model should be based on a value per square foot of a *particular type of business* (These are created as a Business specific Models, expressed on a per square foot basis). **NOTE:** Simply updating the cost tables and depreciating the existing assets garnered from a previous FOL or On-Site inspection does not take into account the acquisition of new items or the disposal of existing items.
- **INSERT A Y** if the cost tables are updated annually, or an **N** if not

### **Residential Accounts:**

- Enter the number of Second Homes.
- Enter the number of Apartments and Rooming House accounts.

### **Allocation Method Documentation:**

- Enter the number of **Form of List Analyzed** and **On-Site Inspections made**.
- Enter the Allocation Base Year.

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### **Value Method – Select only 1 Method:**

**Note:** All accounts must be assessed by the same valuation method to insure equal treatment (Equitable Assessment).

- If the **Allocation Method** is used indicate the percentage applied to **all** accounts.
- If the **FOL's Method** was used, then list the # of FOL's received. If not all of the accounts submitted FOL's then **INSERT A Y** indicating that a model had been created, from the submitted FOL's, to value the remainder of the accounts and insert an explanation in the Personal Property Advisors Comments section.
- If the **On-Site inspection Model** was used, then list the # of inspections completed. If not all of the accounts were on-site inspected then **INSERT A Y** indicating that a model had been created, from the on-site inspections made, to value the remainder of the accounts and insert an explanation in the Personal Property Advisors Comments section.

## **EGP / Chap Land / Exempt Property – Sixth Tab Page 7**

### **Electric Generation Plants Valuation:**

- **INSERT A Y** to indicate there are Electric Generation Plants in the community, or an **N** if not
- Complete the following information for each of the following categories [Turbines (Steam), Turbines (Hydro), Turbines (Wind), Photovoltaic (Solar)] if applicable:
  - **INSERT A Y** if the community has a particular category of EGP.
  - **Enter the code for the valuation category – (1) Real, (2) Personal, (3) Real & Personal.**
  - **INSERT A Y** if this is a 38H(b), or an **N** if not
  - For Photovoltaic (Solar) and Turbines (Wind) – **INSERT A Y, additionally**, if this is Exempt.
  - **Please submit documentation whether the plant is inactive or active.**

### **Chapter Land Valuation:**

- Complete the following information for each of the following categories [Chapter 61 (Forest), Chapter 61A Agricultural/Horticultural), Chapter 61B (Recreational or Open Space)] if applicable:
  - **Enter the code for the Classes Used.**

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- For Chapter 61 – 600’s or 261
- For Chapter 61A – 700’s or 270
- For Chapter 61B – 800’s or 280
- Enter the number of parcels for each category (Include mixed use chapter in this count).
- **INSERT A Y** the following boxes for compliance:
  - *Full and Fair cash value* estimates have been calculated
  - *Use-Value* assessments have been properly calculated
  - *All Liens have been Filed*
- Enter the appropriate valuation Method information for each Class:
  - For Chapter 61 – \$ Amount
  - For Chapter 61A – FVAC Category – **Enter the code for:**
    - (1) Below Average, (2) Average, (3) Above Average
  - For Chapter 61B – % Discount – Must be 75% or greater. % Discount – FORMAT: Up to 2 digits with two decimal places

### **Exempt Property Valuation:**

- Record the total number of parcels.

### **Data Quality:**

- Enter the Last Fiscal Year Measure-List.
- **INSERT A Y** the following for yes, or an **N** if not
  - That building permits are field reviewed annually. **REVIEW A SAMPLE.** Data and values should be maintained based on permit activity.
  - That Property data is on a CAMA system.
  - That property record cards exist for each parcel.
  - That the cost tables have been updated

### **Value Methods:**

- **INSERT A Y** to indicate the **Valuation Methods** used by the community for exempt properties – RCNLD, Market Model, Income Approach, Other (if other is used add a description).



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### **State Owned Land:**

- **Enter the appropriate code in the box for “The Community Has”:**
  - (1) Cherry Sheet Reimbursable Land, (2) DCR Watershed Land; (3) Cherry Sheet Reimbursable Land & DCR Watershed Land; (4) None.