

LA-3 - Best Practices, Processes and Sales Code Review



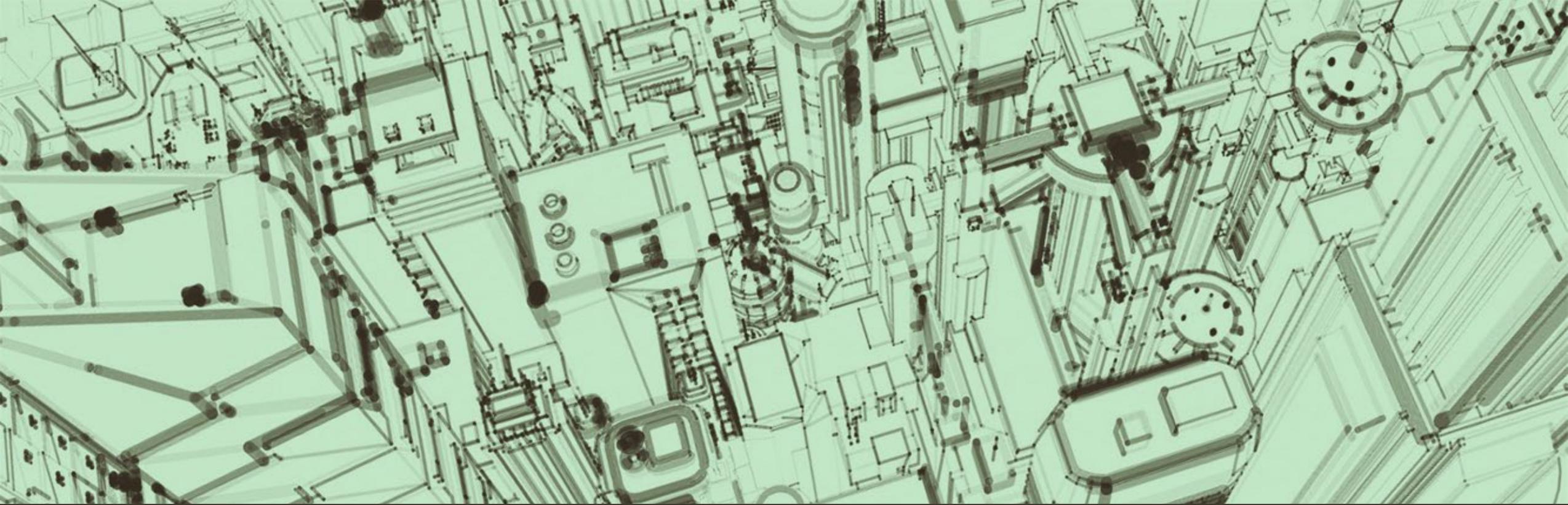
Rebecca A. Boucher, AAS, MAA
Field Advisor - Bureau of Local Assessment
Division of Local Services
MA Dept. of Revenue

www.mass.gov/orgs/division-of-local-services



Joanne Foley, MAA
Chief Assessor
Town of Tewksbury, MA

<https://maao.org/>



Sales Verification & LA-3 - Preparation

2023



Tewksbury's LA -3 Preparation

Begins with :

Sales Verification

- Deed processing
- Verify previous owner, the parcel, its size and general dimensions
- Does it match your GIS parcel

Exhibit A

PARCEL 1 (1880 Main Street and 85 Livingston Street, Tewksbury, Massachusetts)

The land with the buildings thereon situated in Tewksbury, Middlesex County, Massachusetts being shown as **Lot 1 and Lot 2** on a plan of land entitled "Subdivision Plan of Land Tewksbury Country Club" prepared by Cuoco and Cormier Engineering Associates, Inc. dated November 20, 2001 and recorded with Middlesex North Registry of Deeds in **Plan Book 208, Plan 45.**

Lot 1 contains 2.90 acres according to said plan.

Lot 2 contains 1.07 acres according to said plan.

PARCEL 1 being a portion of the premises conveyed to the grantor herein by deed dated January 22, 1998, and recorded with said Registry in Book 9014, Page 52.

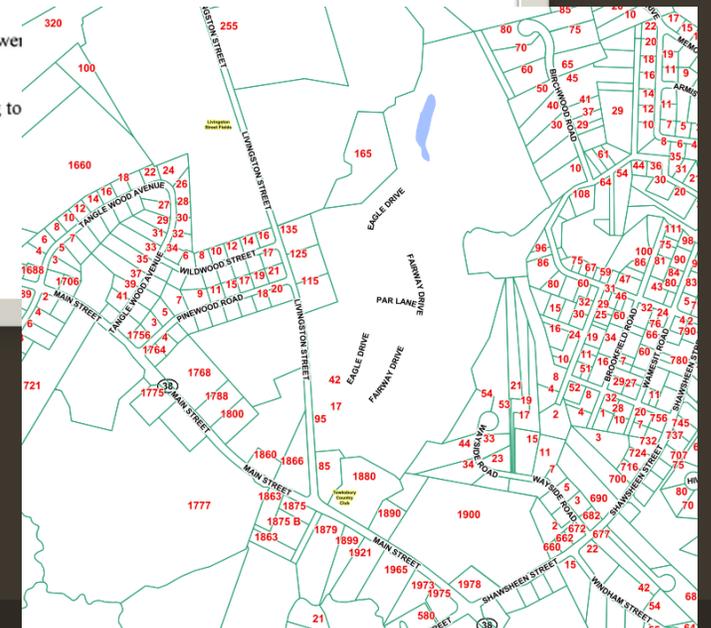
PARCEL 2 (23 Harnden Way/Adjacent, Tewksbury, Massachusetts)

Tract One

The land with the buildings thereon situated in Tewksbury, Middlesex County, Massachusetts being shown as "**Open Space Parcel D-4**" on a plan of land entitled "Open Space Subdivision Plan, **Martel Estates, Tewksbury, Massachusetts**" prepared by Cuoco and Cormier Engineering Associates, Inc., dated May 14, 1997, revised May 20, 1997 which plan is recorded with Middlesex North Registry of Deeds in **Book of Plans 195, Plan 13.**

Said premises are conveyed subject to a sewer shown on the above-mentioned plan.

Parcel D-4 contains 13.68 acres according to



Non-arms Length Codes

<https://www.mass.gov/doc/property-type-classification-codes-non-arms-length-codes-and-sales-report-spreadsheet/download>

PROPERTY TYPE CLASSIFICATION CODES Non-arm's Length Codes and Sales Report Spreadsheet Specifications

Prepared by the Bureau of Local Assessment
Revised April 2019

CHANGES

- New Code: Code 434 for Telecommunication Data Centers
- **Edits:** Use Codes 114, 431, 717, 911,921



PROPERTY SALES REPORT INSTRUCTIONS

The Property Sales Reports (LA-3) are used in conducting assessment/sales ratio studies. In order to conduct an accurate study, the following information needs to be completed on all sales over \$1,000. The Board of Assessors must sign, date and submit the LA-3 via DLS Gateway. See *Property Sales Report Spreadsheet Specifications* on page 12 for submission requirement standards.

NON-ARM'S LENGTH CODES

An "arm's length" sale is a sale between a willing buyer and a willing seller with no unusual circumstances involved in the sale. Listed below are the codes for sales that are considered non-arm's length.

- A. Sale between members of the same family
- B. An intra-corporation sale, e.g. between a corporation and its stockholder, subsidiary, affiliate or another corporation whose stock is in the same ownership
- C. Sale of any real property which includes personal property, machinery, equipment, inventories or "good will".
- D. **As of FY17, use of code "D" was substituted with "O"** In prior years: Sale of property substantially changed before the sale occurred but after the assessment date, i.e. sale price includes change, whereas assessed value does not.
- E. Sale to / from a federal, state, or local government
- F. Transfer of convenience, e.g., correcting defects in a title, a transfer by a husband either through a third party or himself and his wife to create a tenancy by the entirety, etc.
- G. Sale of only a portion of the assessed unit, e.g., a parcel sold from a larger tract and the assessment is for the larger tract, or a portion is in another municipality
- H. Sale resulting from a court order, e.g., a divorce settlement, estate sale
- I. Sale in proceedings of bankruptcy
- J. Sale of an undivided interest
- K. Sale to / from an educational, charitable, or religious organization
- L. Repossession or Sale of a foreclosed property by a financial institution or lender.
- M. Sale of property, the value of which has been materially influenced by zoning changes not reflected in current assessments
- N. Other, when a non-arm's length sale does not fall into any other category, this code is used, accompanied by a written explanation and/or comparable sales analysis.
- O. Sale of property where a substantial physical change has occurred. Specifically, the sale price and proposed value do not represent a property with the same physical characteristics. *i.e. sale price does not include change, whereas the assessed value does*
- P. Sale of property with a change in use when compared to its use on the assessment date.
- Q. Sale of property which includes both a trade of property and cash for the property conveyed
- R. Sale of property which has been sold more than once in the same analysis period. Only the most recent valid sale closest to the assessment date is used for analysis purposes. See page 17 for examples.
- S. **As of FY 2017, use of code "S" can be substituted with an "L"**. In prior years, was sale of a foreclosed property by a financial institution or other lender. (If considered arm's length, must be supported by detailed documentation.)
- T. Property sold to an abutter
- U. Private sale not put on the market
- V. Sale of multiple parcels
- W. Sale affected by deed restriction, e.g., 40B housing
- X. *Discontinued as of FY17*

Enter deed into CAMA

Staff reviews the deed, enters all pertinent information into the CAMA system and if it can be easily determined that the sale isn't qualified, a non-arm's length code is entered into the CAMA system.

If the deed gives no indication that the parcel is not a qualified sale, then the deed is entered as a qualified sale.

**If a note is needed to assist the non-qualified code, it is entered.

The screenshot displays the CAMA system interface for entering deed information. The 'Owners' section shows 'THBC TEWKSBURY LLC' with an 'Edit' button. The 'Owner Information' section lists the owner as 'THBC TEWKSBURY LLC' with a 'Change Address' button and the address: '129 STURBRIDGE RD, CHARLTON, MA 01507'. The 'Primary Sale Information' section includes fields for 'Sale Date' (10/06/2022), 'Sale Type', 'Sale Price' (10500000), 'Deed Book' (37429), and 'Deed Page' (0287). The 'Validity Code' is set to '1V: Sale of Multiple Parcels', with checkboxes for 'Qualified?' (unchecked), 'Improved?' (checked), and 'Future' (unchecked). A yellow highlight covers the 'Validity Code' dropdown and the 'Notes' field, which contains the text: 'SOLD WITH 86/41, 86/47, 85/45/UB03, 85/45/UB01'.

Things to consider:

- Anything the deed tells you – family sale, court ordered sale, bank sale, government sale, etc.
- Notes are not applied to each sale only when information is important or can't easily be determined
- Tewksbury enters deeds on an ongoing basis – staff retrieves deeds from Registry of Deeds and at the end of each month verifies all sales have been retrieved and entered.

Sales Questionnaires:

Timely mail specific property questionnaire



TOWN OF TEWKSBURY
TOWN HALL OFFICE
11 TOWN HALL AVENUE
TEWKSBURY, MASSACHUSETTS 01876
BOARD OF ASSESSORS

(978) 640-4330
FAX (978) 851-4849
assessor@tewbury-ma.gov

TOWN OF TEWKSBURY SALES VERIFICATION QUESTIONNAIRE

OWNER: «OWN_NAME1» BOOK/PAGE: «SLH_BOOK»/«SLH_PAGE»
CO-OWNER: «OWN_NAME2» RECORDING DATE: «SLH_SALE_DATE»
PARCEL ID: «MBLU» USE: «LND_OCC»
LOCATION: «REM_PRCL_LOCN»

- Check any special factors that apply:
 - Sale between family members
 - Sale involved corporate affiliates or related entities
 - Auction sale
 - Short sale (amount of lien exceeds sale proceeds)
 - Transfer in lieu of foreclosure or repossession
 - Sale by judicial order (by a guardian, executor, conservator, administrator or trustee of an estate)
 - Sale involved a government agency or public utility
 - Sale of only a partial interest in the real estate
 - Sale involved a trade or exchange of properties
 - None of the above
 - Other – Explain: _____
- Check use of property at the time of sale:
 - Single family residence
 - Single family w/ family suite
 - Multi-family (number of units _____)
 - Condominium Unit
 - Vacant land
 - Commercial/Industrial building
 - Other – Specify: _____
- Was the property rented or leased at the time of sale?
 - Yes (number of years remaining on lease _____)
 - No
 - Tenant is buyer
- Was there a change in use?
 - Yes – Describe: _____
 - No
- Was any personal property included in the sale price (such as furniture)?
 - Yes – Describe: _____
 - No

Estimated value of all personal property items included in the sale price \$ _____
6. What was the Total Sales Price? \$ _____
7. Were any delinquent property taxes paid by the buyer?
 - Yes AND the amount was included in the sale
 - Yes but the amount was not included in the sale Amount \$ _____
 - No
8. Method of financing (check all that apply):
 - New loan(s) from a financial institution
 - Seller financing
 - Assumption of an existing loan(s)
 - Trade of property
 - All cash
 - Not applicable
9. Was the property offered to other potential buyers?
 - Yes (Advertised):
 - Real estate agent
 - "For Sale" sign
 - Internet
 - Word-of-mouth
 - Newspaper Ad
 - Other – Explain: _____
 - No (Not advertised on the open market)
10. Does the buyer hold title to any adjoining property?
 - Yes
 - No
11. Are there any additional facts that would cause this sale to be a distressed, forced or non-arm's length exchange?
 - Yes – Describe: _____
 - No
12. Is the total sale price a fair reflection of the market value for the real estate on the sale date?
 - Yes
 - No – Explain: _____

(OVER)



TOWN OF TEWKSBURY
TOWN HALL
11 TOWN HALL AVENUE
TEWKSBURY, MASSACHUSETTS 01876
BOARD OF ASSESSORS

JOANNE P. FOLEY, MAA CHAIRMAN
BARBARA A. FLANAGAN
SUSAN MOORE

OFFICE (978) 640-4330
FAX (978) 851-4849
assessor@tewbury-ma.gov

COMMERCIAL/INDUSTRIAL SALES QUESTIONNAIRE

Address: «REM_PRCL_LOCN»
Parcel ID (Map/Block/Lot): «MBLU»

Seller (Grantor): _____
Seller Address: _____
Seller Phone: _____
Seller Email: _____

Buyer (Grantee): _____
Buyer Address: _____
Buyer Phone: _____
Buyer Email: _____

Middlesex North Registry of Deeds:

Date of Sale: «SLH_SALE_DATE»
Deed Book / Page #: «SLH_BOOK»/«SLH_PAGE»

- What was the purchase price of the property? _____
Note: Please enclose copy of the purchase and sales agreement with this questionnaire.
- Property was purchased for: Owner Occupancy _____ Investment/Lease _____
If property was purchased for investment, please provide the following information:
 - > Gross building area: _____
 - > Net rentable building area of property: _____
 - > Did property have any existing leases at time of sale? _____
 - > If yes, occupancy (%) of building at time of sale? _____
 - > Type of leases? (gross, modified gross, triple net) _____
 - > Current annual rent for the property? _____
 - > Current annual operating expenses for the property? _____
 - > If yes, overall capitalization rate for the purchase of the property? _____
 - > Mortgage amount: _____
 - > Mortgage debt ratio: _____
 - > Mortgage rate: _____
 - > Mortgage term: _____

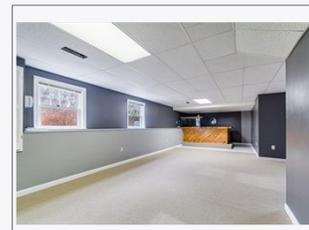
(OVER)

Continue throughout the year with sales verification

- Print each Property Record Card
- Properties: Search for online listings and perform MLS/CoStar reviews & makes notes on PRC
 - Multitude of information regarding the property from Bed/Bath counts, sometimes sizes of rooms, heat/ac, finished basements/attics, pools, market history of property, etc.

Room Levels, Dimensions and Features

Room	Level	Size	Features
Living Room:	1	17X13	Flooring - Wall to Wall Carpet, Crown Molding
Dining Room:	1	14X12	Flooring - Hardwood, French Doors, Crown Molding
Family Room:	1	23X16	Fireplace, Flooring - Hardwood, Sunken
Kitchen:	1	24X13	Flooring - Hardwood, Dining Area, Countertops - Stone/Granite/Solid, Kitchen Island, Recessed Lighting
Main Bedroom:	2	17X16	Bathroom - Full, Ceiling - Cathedral, Ceiling Fan(s), Closet - Walk-in, Flooring - Wall to Wall Carpet
Bedroom 2:	2	14X12	Ceiling Fan(s), Flooring - Wall to Wall Carpet, Closet - Double
Bedroom 3:	2	13X11	Ceiling Fan(s), Flooring - Wall to Wall Carpet, Closet - Double
Bedroom 4:	2	13X13	Ceiling Fan(s), Flooring - Vinyl, Closet - Double
Bath 1:	1	10X07	Bathroom - 3/4, Closet - Linen, Flooring - Stone/Ceramic Tile, Lighting - Sconce
Bath 2:	2	16X09	Bathroom - Full, Skylight, Closet - Linen, Flooring - Stone/Ceramic Tile
Bath 3:	2	09X08	Bathroom - Full, Closet - Linen, Flooring - Vinyl
Laundry:	2	09X06	Flooring - Vinyl
Foyer:	1	11X10	Closet, Flooring - Hardwood
Sun Room:	1	14X13	Skylight, Ceiling - Vaulted, Flooring - Stone/Ceramic Tile, Deck - Exterior, Recessed Lighting, Slider
Bonus Room:	B	33X28	Flooring - Stone/Ceramic Tile, Flooring - Wall to Wall Carpet, Exterior Access, Slider
3/4 Bath:	B	08X07	Flooring - Stone/Ceramic Tile, Lighting - Sconce
Mud Room:	B	12X09	Flooring - Stone/Ceramic Tile



MLS lists selling and buying agent's email. Helps to send emails regarding properties.

CoStar:

Transaction Details

Sale Date	Jan 30, 2023	Price/AC Land	\$2,166,667
Sale Price	\$650,000	Price/SF Land	\$49.74
Price/SF	\$108.33	Recording Date	Jan 30, 2023
Leased at Sale	100%		
Hold Period	20+ Years		
Financing	1st Mortgage		
	Bal/Pmt: \$487,500/-		
Document #	37652-141		
Comp Status	Public Record		

Income & Expenses

Expenses	2022	Per SF
Taxes	\$10,622	\$1.77
	Source: CoStar Research	

Public Record >>

Assessment at Sale

Improvements	\$244,300	\$40.72/SF	
Land	\$145,500	\$24.25/SF	
Total Value	\$389,800	\$64.97/SF	62.67% improved

Building

Type	3 Star Retail		
Location	Suburban		
GLA	6,000 SF	Year Built	1974
Stories	1	Tenancy	Multi
Typical Floor	6,000 SF	Owner Occup	Yes
Class	B		
Building Ht	12'		
Construction	Steel		

CoStar Est. Rent \$10 - 12/SF (Retail) ☺

Frontage 67' on Main Street (with 1 curb cuts)
165' on Nichols Street (with 1 curb cuts)

Taxes \$1.77/SF (2022)

Walk Score® Somewhat Walkable (55)

Parking Ratio 1.82/1,000 SF

Parking Type Spaces
Surface 11

Land

Land Acres	0.30 AC	Land SF	13,068 SF
Bldg FAR	0.46		
Corner Lot	Yes		

Sale

Sold Price	\$650,000 (\$108.33/SF)
Date	Jan 2023
Financing	1st Mortgage
	Bal/Pmt: \$487,500/-

Leasing Activity >>

Sign Date	Leased	Use	Rent	Services	Rent Type
Sep 2020	6,000 SF	Retail	\$10.00	NNN	Asking
May 2016	5,900 SF	Retail	\$10.00	NNN	Effective

Building

Type	3 Star Retail		
Location	Suburban		
GLA	6,000 SF	Year Built	1974
Stories	1	Tenancy	Multi
Typical Floor	6,000 SF	Owner Occup	Yes
Class	B		
Building Ht	12'		
Construction	Steel		

CoStar Est. Rent \$10 - 12/SF (Retail) ☺

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Parking Type Spaces
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Land

Land Acres	0.30 AC	Land SF	13,068 SF
Bldg FAR	0.46		
Corner Lot	Yes		
Zoning	GB		

Building Amenities

Air Conditioning	Storage Space
Corner Lot	Tenant Controlled HVAC
Pylon Sign	

Tenants >>

Name	SF Occupied
All Seasons Hearth & Home	-
Colonial Fireplace LLC	-
Source: CoStar Research	





Beware: Sales information not always what it seems

Virtually staged photos

Bedroom counts not same

Sq. foot not same

Photos and Remarks are intended to
sell the property and may look and
sound better than reality

We make note of possible changes on
the printed PRC in prep for our
physical visit

Keep your Board & Management informed of the market you're seeing.



You don't
want big
surprises!



Yup, it's time for a physical property visit

Don't wait – do the physical inspection early in the year
We typically start physical inspections in March

Before Physical inspection – Run LA-3 BLA website – LA3 Macro & Instructions

<https://www.mass.gov/service-details/certification-of-real-and-personal-property-values>

Certification of Real and Personal Property Values

Guidance for local assessors on the minimum standard of assessment performance proposed property valuations must meet annually.

Certification Standards, Certification Cycle

Annually the division publishes guidelines for the development of a minimum reassessment program. The current guidelines can be found below:

- [Certification Standards](#)
- [Current 5 year certification cycle](#)

Under the DLS Publications we have manuals and guidelines relating to property certification and classification, see related resources to the right.

The bureau has published a best practice on using new technologies in data collection, this best practice is below.

Additional Resources

[Data Collection Using New Technologies Best Practice](#)

[BLA Community Advisors](#)

[List of Appraisal Contractors](#)

[Appraisal Contractor Annual Reporting Form](#)

LA3 sales report

CONTACT

Bureau of Local Assessment

 Online

BLA Share Email

bladata@dor.state.ma.us

RELATED

[Appraisal Contractor Annual Report](#) →

[Looking for Property Value, Tax Rates and Other data relating to Property Taxes?](#) →

[DLS Gateway Application Login and Support](#) →

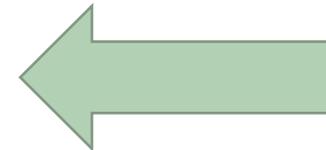
[DLS Publications and Financial Tools](#) →

Feedback

LA3 sales report

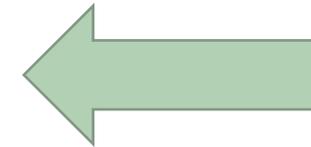
The LA3 workbook below contains macros that will perform an analysis on the LA3 sales report, checking for compliance with our certification standards guidelines. Step by step directions for using the LA3 workbook are also included below. Assessors are encouraged to contact the Massachusetts Assessors Association Office ([MAAO](#)) with questions, or if they need additional training on the use of the workbook.

- [LA3 Macros](#)
- [Macro Instructions](#)



Assessors upload LA3 data to the DLS Gateway applications, but must ensure the file to be uploaded is in the appropriate format, to do this you must use the template below, also included is a guide to using the LA3 Bulk Upload:

- [LA3 Sales Upload Template](#)
- [Upload Instructions](#)



LA3 sales data can be search from the DLS Gateway application, to access Gateway use the related resources link to the right.

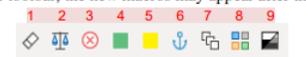
LA-3 Macro

Macro Instructions

Jur Code	Sale Date	Parcel ID	Seller	Buyer	St Num	St Alph	Street Name	Current Yr Use Code	Current Yr NAL Code	Sale Price	Prior Yr Assessed Value	Current Yr Assessed Value	Current Yr ASR	Code Review Flag	TT Sales	Comments
295	03/07/2022	10_17	BASLER WILLIAM J and MARIA C TR	NETTEY SONIA and SNYDER MATTHE	26		JODI DR	101		785,000	671,100	684,000	0.87			
295	07/28/2022	10_28	SOARES MARINA and CADIME DOMIN	MCRAE PETER and YOUNG SUSAN	195		ASTLE ST	101		650,000	578,300	579,100	0.89			
295	12/08/2022	10_30	GUY WILLIAM and VIRGINIA	RECINOS NICOLAS	165		ASTLE ST	101		485,000	508,700	508,700	1.05			
295	08/30/2022	10_50	OLIVEIRA JOHN B and SONIA S	BROWER THERON D JR and KERRY A	119		ASTLE ST	101		675,000	521,400	521,400	0.77			
295	09/12/2022	10_51	MURRAY JAYMIE and CHRISTIAN	RANDALL ERICA	10		CARL DONALD DR	101	U	700,000	501,900	665,400	0.95			
295	08/01/2022	100_101	LOCHIATTO DAVID M and BETH	ALAM MAHBUBUL and ADIBANOOOR S	81		BARRY DR	101		910,000	701,300	701,300	0.77			
295	07/28/2022	100_29	MALONEY PAULA	MUGFORD DANIEL	65		LOWE ST	101		553,000	496,400	496,400	0.90			
295	10/20/2022	100_58	JANICE ANDREW P and ELEANOR L	WILDARTSON LLC	55		KEARSAGE ST	101	O	590,000	629,400	572,200	0.97			
295	12/13/2022	100_83_U005	BALCH ERIC D	LOMBARDI KRISTEN J TR	50		WINTER LN	102		585,000	490,400	490,400	0.84			
295	05/31/2022	100_83_U013	WIECZORKOWSKI LISA A	WANG AMBER	41		WINTER LN	102		580,000	472,300	472,300	0.81			
295	06/28/2022	101_118	BEAUCHESNE MICHAEL and BETHAN	MURPHY ERIC and ADDONIZIO ALICIA	55		BALLARD ST	101		640,000	507,700	507,700	0.79			
295	05/16/2022	101_119	ALTAVESTA JOEL R JR	CAPPOLA NIKO and SERINO ALEXAND	47		BALLARD ST	101		603,000	451,700	451,700	0.75			
295	06/21/2022	101_126	BERUBE ROBERT and SANDRA	BERUBE RYAN	25		POLARIS LN	101	A	655,000	516,900	516,000	0.79			
295	02/14/2022	101_129	BRDANIN FAMILY TRUST	ANDERSON MAURA C	35		COMPASS LN	101		740,000	528,600	528,600	0.71			
295	09/29/2022	101_49	BOSIA JOHN R and THOMAS F	COOPER JOHN D	80		BALLARD ST	101		422,000	492,500	492,500	1.17			
295	12/16/2022	101_71	GREEN PATRICIA M	STIMPSON WESLEY E and PATRICIA C	1315		SHAWSHOEN ST	101		374,000	434,800	434,800	1.16			
295	05/11/2022	101_89	CABRAL CHRISTINA E	GERACI MELISSA A and MICHAEL	19		KEARSAGE ST	101	O	519,000	483,500	496,800	0.96			
295	02/25/2022	102_52	GERMANO DOMENIC L	AJM CONSTRUCTION LLC	913		EAST ST	322	U	1,225,000	488,200	501,300	0.41			
295	02/25/2022	102_52	FRANCESCA LAND LLC	GERMANO DOMENIC L	913		EAST ST	322		520,000	488,200	501,300	0.96			
295	12/14/2022	102_56	KORNACKI JENESSA E and STAN PETE	KORNACKI STAN PETER	1445		SHAWSHOEN ST	101	H	141,000	570,200	570,200	4.04			
295	03/23/2022	103_110	MITRANO STEPHEN	BARCHARD PATRICK and LUNA	91		QUINCY RD	101		660,000	511,800	511,800	0.78			
295	03/18/2022	103_121	MALSTROM SCOTT and GRETA	SCHIAVO JOHN R	60		COBBETT ST	101		800,000	600,300	600,300	0.75			
295	02/25/2022	103_4	LEE DERRICK D TR	REITCHEL JOHN and BORGES STEPH	30		CARTER ST	101	U	475,000	492,400	492,400	1.04			
295	06/24/2022	103_45	TOWER THOMAS E and SHARON M	LYNCH RYAN and HEIDI	22		ELLINGTON RD	101		500,000	430,600	430,600	0.86			
295	09/30/2022	103_5	HANLON FAMILY REVOCABLE LIVING	WALSH THOMAS M JR and ELAINE	36		CARTER ST	101		595,000	503,100	503,100	0.85			
295	01/10/2022	103_84	YOUNG JOAN M	YOUNG MICHAEL R	944		EAST ST	101	A	163,500	429,400	429,400	2.63			
295	06/30/2022	105_25	MCAVOY 2020 TRUST	MARINO CHRISTOPHER J	216		SALEM RD	101		599,000	458,700	458,700	0.77			
295	08/29/2022	105_52	JOINT REVOC TRUST OF W J LAMONIC	RUSSELL KYLE ANTHONY	61		IDLEWILD RD	101		750,000	642,300	642,300	0.86			
295	03/30/2022	105_70	AMC REALTY GROUP LLC	GEORGE FEBIN and THOMAS GEMI	2		BORDER RD	101		852,000	736,300	736,300	0.86			
295	11/28/2022	105_75	CATATAO NICOLE	SWEENEY JOSEPH and DEVON	11		BORDER RD	101		885,000	801,700	801,700	0.91			
295	10/03/2022	106_4	BROTHERS JAMES R and SARA J	BROTHER GEORGE F JR TR	21		HICKORY LN	101	A	471,582	820,500	820,500	1.74			
295	08/25/2022	106_96	RICHTSMEIER TRUST	BOUDREAU CHARLES	79		PINEDALE AV	101		630,000	600,200	600,200	0.95			
295	04/19/2022	107_13	DOGHERTY JOSEPH S	DUMLAO FREEDOM	10		HOMESTEAD LN	101		910,000	664,700	664,700	0.73			
295	05/25/2022	107_26	EDWARD AND SHERYL MROZ FAMILY	DIB SALIM	67		ALLEN RD	101		750,000	682,700	682,700	0.91			
295	07/15/2022	107_51	CURT L and JUDY M CHRISTOFFERS	DESJARDIN DANIEL S and SHANNON	40		HOMESTEAD LN	101		770,000	698,800	698,800	0.91			
295	09/02/2022	109_13	NORTON JEROME W and DIANA	BRENNAN BRANDI and ROBERT F	1102		SOUTH ST	101		450,000	429,000	429,000	0.95			
295	07/22/2022	109_39	VIEIRA JOSEPH P JR	O'BRIEN SEAN	130		ROUNSEVELL RD	101		572,000	464,300	464,300	0.81			
295	03/16/2022	109_48	ROCKLEIN ALEX S and ABIGAIL K	CHEANG WAI I and DICK JOSHUA D	20		EMILY RD	101		645,000	596,000	596,000	0.92			
295	03/01/2022	109_50	HEALEY GERALDINE R	SCOTT BETHANY and BONAIUTO BRY	40		EMILY RD	101	U	499,999	535,200	535,200	1.07			

LA3
Cert. & Int.
Year
Macro

Step 1 - Open the "LA3 Macros.xlsx" spreadsheet.
NOTE: The macros will usually appear at the top left hand side of the spreadsheet but may appear above the normal toolbar - as "shortcut icons". If you have other macros on your toolbar, the new macros may appear after the existing ones.



NOTE: Macros 1 - 7 must be used in order.

Step 2 - Copy the LA3 data from your Excel spreadsheet (columns "A" through "R"). Include NAL explanations located in column "Q". Paste into the "LA3 Macros.xlsx" spreadsheet. Do not include your original header. Use the supplied header as seen below that is located in the "LA3 Macros.xlsx" spreadsheet.

Jur Code	Sale Date	Parcel ID	seller	buyer	St Num	St Alph	Street Name	Current Yr Use Code	Current Yr NAL Code	Sale Price	Prior Yr Assessed Value	Current Yr Assessed Value	Current Yr ASR	Code Review Flag	TT Sales	Comments

Step 3 - !!! Go into the File tab and pick "Save As" to save the "LA3 Macros.xlsx" file with a new name. For example: City/Town FY20XX LA3.

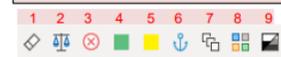
Step 4 - Prior to using the macros - check to make sure that each column contains the data related to the column heading, and that each cell that requires data is actually filled.

Select the first cell in a column (A through E, H & I, K through M). Then press Ctrl and the down arrow. The last cell before a blank cell will be highlighted. This will result, for any column that should be completely filled, in ending up on the last row. If not, then you will see an empty cell that needs information.

Step 5 - Activate the following macros and review where appropriate:

Macros will operate like other items on the "Tool Bar". When the cursor is placed over the appropriate icon, and you click on the icon, the macro is started. NOTE: Once you activate (Run) a macro it will perform its functions and you cannot reverse the action. If necessary, you may delete the macro created sheet(s) and re-run the macro.

Macros 2 through 7 create additional sheets.



1st Clean - Replaces unacceptable characters in the LA3 sheet and re-formats the sheet for uploading into the Gateway system.

2nd A/S Ratio - Creates a new sheet and shows, using an XXX, any assessment/sales outliers with ratios above 1.3 or below 0.7 - These outliers will appear at the top of the spreadsheet.

What to look for: There are no specific requirements for individual A/S ratios, as there are for medians and COD's for the various use classes. It is necessary though to look at aberrations in order to detect possible errors in coding. Additionally, there should always be a review of outliers.

Before physical visit, run a LA-3

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Jur Code	Sale Date	Parcel ID	Seller	Buyer	St Num	St Alpha	Street Name	Current Yr Use Code	Current Yr NAL Code	Sale Price	Prior Yr Assessed Value	Current Yr Assessed Value	Current Yr ASR	Code Review Flag	TT Sales	Comments
295	05/19/2022	13_4	MONAHAN BRIAN K	CYWAR ADAM D and ALICIA	332		CLARK RD	132		570,000	4,900	4,900	0.01	XXX		
295	12/23/2022	73_10	1497 MAIN STREET FAMILY TRUST	PEREZ LLC	1497		MAIN ST	140		4,000,000	1,196,500	1,196,500	0.30	XXX		
295	05/13/2022	52_10	TEWKSBURY MA HOTEL LLC	20 INTERNATIONAL PLACE TEWKSBURY	20		INTERNATIONAL PL	302		8,550,000	3,353,900	3,353,900	0.39	XXX		
295	08/10/2022	73_3_6000	1535 MAIN STREET LLC	RHINO FE VILLAGE GREEN LLC	1535		MAIN ST	112		18,750,000	9,273,500	9,273,500	0.49	XXX		
295	04/22/2022	11_14_U099	WAMESIT GROUP LLC	JUNG CHUL ART LLC	170		MAIN ST	342		71,000	37,400	37,400	0.53	XXX		
295	10/04/2022	94_373	GINSBURG MARC P	RED LINE REALTY TRUST	15		PONDEROSA RD	130		275,000	152,400	152,400	0.55	XXX		
295	03/24/2022	73_3_B103	TEWKSBURY 1565 MAIN ST LLC	LIU LIUYING	1565		MAIN ST	342		80,000	44,700	44,700	0.56	XXX		
295	12/16/2022	85_5	1768 MAIN STREET REALTY TR	PLAZA AL FRESCA LLC	1768		MAIN ST	323		5,000,000	2,804,600	2,806,600	0.56	XXX		
295	07/15/2022	73_9_U029	N1 and N2 REALTY TRUST	BERGERON KENNETH	1501		MAIN ST	342		45,000	27,200	27,200	0.60	XXX		
295	05/09/2022	48_39_U0A6	SERGI R E and BENEVENTO H A TR	885 MAIN ST LLC	885		MAIN ST	342		170,000	103,900	103,900	0.61	XXX		
295	06/30/2022	85_1	1777 MAIN ST LTD PTNRSHIP	MAR BURG 1777 LLC	1777		MAIN ST	323		10,128,000	6,227,200	6,227,200	0.61	XXX		
295	03/25/2022	11_14_U105	WAMESIT GROUP LLC	CHAN POLCARI MEALEA P	170		MAIN ST	342		70,000	43,400	43,400	0.62	XXX		
295	07/08/2022	11_14_U104	WAMESIT GROUP LLC	CHAN POLCARI MEALEA P	170		MAIN ST	342		70,000	43,400	43,400	0.62	XXX		
295	04/26/2022	19_7	CORRENTI ANTHONY ANGELO and KEABNEY JOSHUA B		94		MARSTON ST	101		585,000	375,300	375,300	0.64	XXX		
295	04/25/2022	11_14_U208	WAMESIT GROUP LLC	CHAN POLCARI MEALEA P	170		MAIN ST	342		70,000	45,500	45,500	0.65	XXX		
295	08/16/2022	60_37_U117	SUTHERLAND DONALD B	ZHANG ZHANPING	1215		MAIN ST	342		100,000	65,900	65,900	0.66	XXX		
295	08/10/2022	73_3_2204	BOSTON EYE DESIGN LLC	1565 MAIN FLOOR 3 TEW LLC	1565		MAIN ST	342		53,000	84,900	84,900	1.60	XXX		
295	01/03/2022	65_101	SCENIC DRIVE LLC	POLIMENO ROBERT V and JENNIFER	0		SCENIC DR	132	V	2,600,000	8,500	8,500	0.00			
295	07/13/2022	67_1	BOSTON WEST HOSPITALITY LLC	MHF TEWK VII LLC	0		ANDOVER ST OFF	132	V	12,000,000	7,100	7,100	0.00			
295	10/06/2022	86_47	TEWKSBURY COUNTRY CLUB LLC	THBC TEWKSBURY LLC	0		REAR BIRCHWOOD R	392	V	10,500,000	3,900	3,900	0.00			

- Realizing that values haven't been adjusted, run a LA3 whether it's a CAMA LA3 or the Macro, it gives information.
- Review the Assessment to Sales Ratio –
 - Rule out New Construction or other items with growth not yet entered.
 - Make note of especially high or low ASR on the sales PRC - this makes us pay special attention to the property during the physical visit

Review checks in Macro

289	295	10/21/2022	60_164_		GEN 4 BUILDERS LLC	SHRESTHA AMIT and ROSHANI	505	CHANDLER ST	101		925,000	278,900	859,700	0.93				
290	295	01/31/2022	60_23_	XXX	DAVID S BEATTIE IRREVOCABLE TRU	CALLAHAN TIMOTHY J and DAWN M	7	CRESCENT ST	101	U	250,000	452,000	467,300	1.87				
291	295	07/14/2022	60_23_		CALLAHAN TIMOTHY J and DAWN M	ROTONDI MICHAEL J and SHERYL L	7	CRESCENT ST	101		580,000	452,000	467,300	0.81				
292	295	07/27/2022	60_29_		GONSALVES KELLEY	SPARAGES CHRISTOPHER A	7	JAY ST	101		585,000	463,300	463,300	0.79				
293	295	08/31/2022	60_31_		FOLEY MICHELLE and GEORGETTE	CHAU IVAN and PHAM NGOC V	3	JAY ST	101		575,000	456,100	456,200	0.79				
294	295	08/16/2022	60_37_U117_		SUTHERLAND DONALD B	ZHANG ZHANPING	1215	MAIN ST	342		100,000	65,900	65,900	0.66				
295	295	05/19/2022	60_48_		LUCCHESI SHELLY and DAVID	DIAMOND JONATHAN and MICHELLE	4	MICHAEL RD	101		595,000	460,000	460,000	0.77				
296	295	10/14/2022	61_126_		JDB REALTY TRUST LLC	LONG GREGORY and BRITTANY	155	EAST ST BEHIND	132	A	225,000	1,000	1,000	0.00				
297	295	10/14/2022	61_128_		JDB REALTY TRUST LLC	LONG GREGORY and BRITTANY	25	SOPHIE RUTH WY	101	A	225,000	152,700	289,900	1.29				
298	295	07/06/2022	61_19_		GUGLIUZZA MARK and STACEY	HALAS STEPHEN J	15	NORTH ST	101		530,000	438,100	456,500	0.86				
299	295	07/15/2022	61_20_		RIJO JUAN and KIMBERLY	BOWDEN JESSICA	11	NORTH ST	101		535,000	437,800	454,200	0.85				
300	295	09/30/2022	61_84_		DEVLIN JOHN B	TOCCI JOSEPH and OMALEY ERIN	37	FARMER AV	101		615,000	469,600	474,800	0.77				
301	295	04/22/2022	61_93_	XXX	MILLETT FAMILY REALTY TRUST	EJR HOMES INC	269	CHANDLER ST	101	R	435,000	466,200	501,100	1.15				
302	295	10/21/2022	61_93_		EJR HOMES INC	HUANG CAROLYN J	269	CHANDLER ST	101		570,000	466,200	501,100	0.88				
303	295	07/29/2022	62_15_U021_		GANDHI PREMAL	LANOQUETTE KRISTEN	21	QUAIL RUN	102		465,000	362,300	362,300	0.78				
304	295	07/21/2022	62_15_U026_		HOFMANN FRANK E and IRENE G	REKKBIE ALI and LINDA	26	QUAIL RUN	102		375,000	351,000	351,000	0.94				
305	295	09/28/2022	62_15_U032_		BIRMINGHAM ROBERT E and VALERIE	REGAN MATTHEW C and KAREN	32	QUAIL RUN	102		468,300	400,800	400,800	0.86				
306	295	07/28/2022	62_15_U040_		GRAHAM CHARLES A	REY JESUS	40	QUAIL RUN	102		463,800	407,000	407,000	0.88				
307	295	09/07/2022	62_15_U044_	XXX	BEZJIAN DEBRA J	SHEEHAN MICHAEL P	44	QUAIL RUN	102	U	292,000	349,400	349,400	1.20				
308	295	12/05/2022	62_15_U044_		SHEEHAN MICHAEL P	SWOPE AUDREY and CARTER JOSEPH	44	QUAIL RUN	102		420,000	349,400	349,400	0.83				
309	295	09/12/2022	62_15_U051_	XXX	ANDERSON SCOTT J and KAREN L	DEUTSCHE BANK NATIONAL TRUST C	51	QUAIL RUN	102	L	332,438	346,900	346,900	1.04				
310	295	10/18/2022	62_15_U051_		DEUTSCHE BANK NATIONAL TRUST C	HASLAM JEFFERY	51	QUAIL RUN	102	S	375,500	346,900	346,900	0.92				

Fix these in your CAMA system now – start getting your LA-3 Sales coding clean

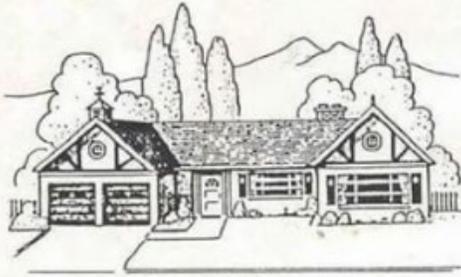
- Perform a full measure and list on the property.
- Verify information on PRC and information from MLS, sales questionnaire and any conversations regarding the property.
- If property owner isn't home but a neighbor is around, ask them questions about the sale, usually they know a lot, especially those in condominium complexes.
- Remember to review the site index or neighborhood classification and observe conditions on the property. Take Photos.
- Also take note of property changes that were not part of the sale price – change to O code if necessary.

Physical Inspection



Your home as seen by:

YOUR HOME AS SEEN BY



YOU



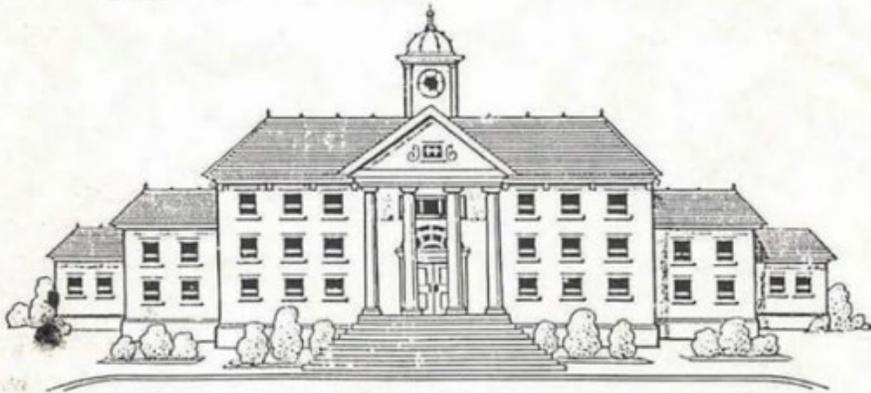
YOUR BUYER



YOUR LENDER



YOUR APPRAISER



YOUR TAX ASSESSOR

No Sales Chasing

Be sure to classify properties using your consistent benchmarks.

Just because house sells high, don't upgrade grade or condition if it's not warranted or vice versa.

Update CAMA & Rerun LA-3 Macro

- Take your sales reviews and enter all changes, capture any growth, update sales codes if necessary
- Run LA-3 macro again and correct any errors.
- Go through your list of sales individually and determine 'N' codes and anything else you may have missed. Be sure to add important notes to 'N' sales.
- If ASR is still high or low – investigate more perhaps something was missed like sale to an abutter or sales price didn't include something in new construction that is listed in PRC. Maybe check the corporation databank to see if like entities.
- Continue cleaning your LA-3

Prior to submittal of LA-3

Adjust values for Fiscal Year



Run LA-3 macro again and ensure all changes have been made.



If necessary, keep running LA-3 macro till data is clean.



Now you're ready to upload into Gateway



Good Luck!



Commonwealth of Massachusetts



Supporting a Commonwealth of Communities

04/13/2023

LA3 Webinar for MAAO

Rebecca A. Boucher AAS, MAA

Field Advisor, Bureau of Local Assessment



What is the LA3?

Assessors annually submit a sales report called an "LA3". The LA3 contains sales, greater than \$1000, from the months included in their analysis.

LA3 Sales Report includes:

- Sales information including verification or sale codes
- Current and Proposed assessments

BLA reviews the LA3 to:

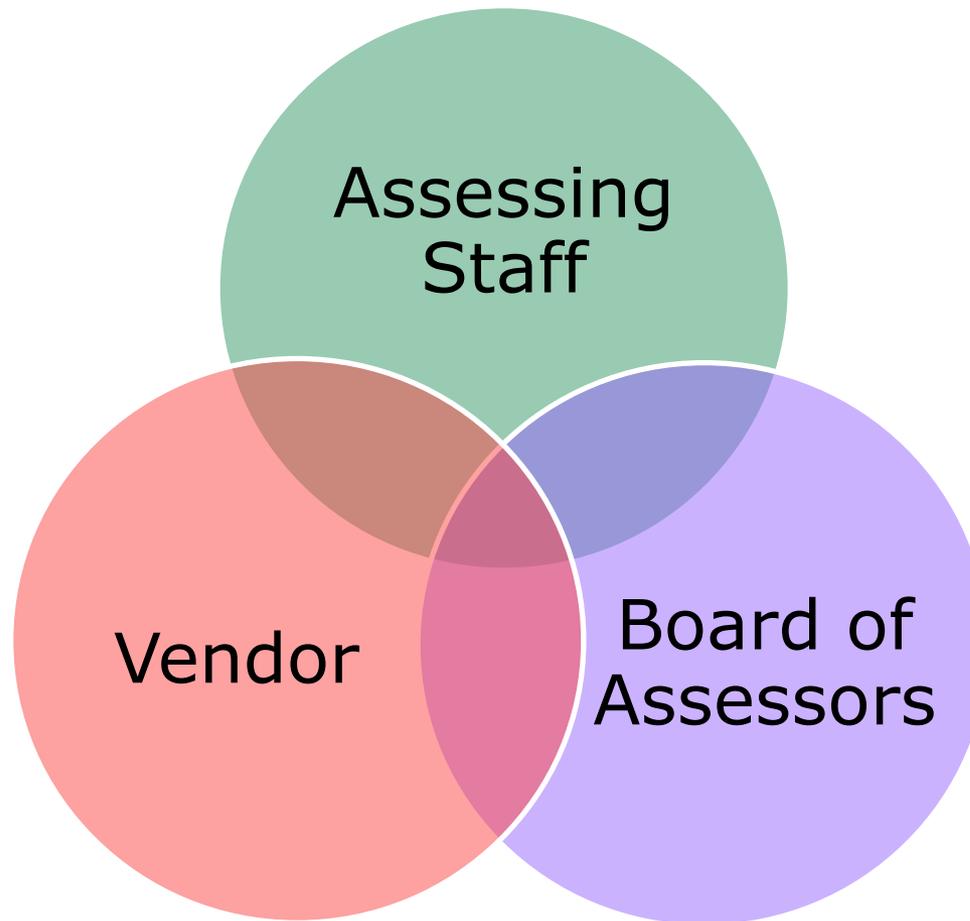
- Review sale verification codes
- Generate and review ASR studies for minimum statistical requirements

TYPE	CLASS CODE	MEDIAN ASR	MAX COD
Single Family	101	90-110%	10.0%
Condominiums	102	90-110%	10.0%
Two Family	104	90-110%	12.0%
Three Family	105	90-110%	12.0%
Multiple Dwellings	109	90-110%	15.0%
Apartments	111-112	90-110%	15.0%
Vacant Land	130-132	90-110%	20.0%
Commercial	300's	90-110%	20.0%
Industrial	400's	90-110%	20.0%
Mixed Use	013-031	90-110%	20.0%

<https://www.mass.gov/service-details/certification-of-real-and-personal-property-values>



Who does the LA3?



Signatures

Assessor

The Board of Assessors has reviewed all classes of property and agree that, in our judgment, the valuation adjustments result in fair and equitable assessments both within and between all classes of property.



Sales- Monthly Best Practices

Deeds and Certificates of Title are obtained from each communities County Registry of Deeds.
<https://www.masslandrecords.com/>

Each deed is reviewed by the Assessor and entered in the CAMA (Computer Assisted Mass Appraisal) System in the property record card for the parcels or parcels described in the deeds legal description.

Assessors use the Sale Comments/Notes field in CAMA system to record any comments relating to circumstances of sale and to explain NAL code

Sales Verification:
Sales Questionnaires are sent.
Sales Inspections are performed.

A list of the sales should be reviewed by the assessing staff and Board of Assessors monthly. This will allow everyone to be consistently informed of what's going on in the local market.





Sales- Annual Best Practices

All deeds of prior calendar year entered and sales verification completed



All database changes entered (Permits, lot splits, property inspection changes)



Initial LA3 reviewed including NAL coding clean up and review of outliers



Initial Sales Analysis using ratio studies



Value Generation- CAMA land and building tables updated



Final Sales Analysis using ratio studies



Valuation Review by Assessing Staff and Board of Assessors





Non-Arms Length Sale Codes

An “arm’s length” sale is a sale between a willing buyer and a willing seller with no unusual circumstances involved in the sale. All non-arms length sales must be coded.

<https://www.mass.gov/service-details/property-coding-and-sales-reporting>

Make sure your CAMA system tables for NAL and Property Use codes reconcile to our latest update to the Classification Code Booklet

More than 1 NAL code may fit a sale. Select the code that best fits the sale circumstances.

Department of Revenue/Division of Local Services

PROPERTY SALES REPORT INSTRUCTIONS

The Property Sales Reports (LA-3) are used in conducting assessment/sales ratio studies. In order to conduct an accurate study, the following information needs to be completed on all sales over \$1,000. The Board of Assessors must sign, date and submit the LA-3 via DLS Gateway. See *Property Sales Report Spreadsheet Specifications* on page 12 for submission requirement standards.

NON-ARM’S LENGTH CODES

An “arm’s length” sale is a sale between a willing buyer and a willing seller with no unusual circumstances involved in the sale. Listed below are the codes for sales that are considered non-arm’s length.

- | | |
|---|---|
| <ul style="list-style-type: none"> A. Sale between members of the same family B. An intra-corporation sale, e.g. between a corporation and its stockholder, subsidiary, affiliate or another corporation whose stock is in the same ownership C. Sale of any real property which includes personal property, machinery, equipment, inventories or “good will”. D. As of FY17, use of code “D” was substituted with “O” <i>In prior years: Sale of property substantially changed before the sale occurred but after the assessment date, i.e. sale price includes change, whereas assessed value does not.</i> E. Sale to / from a federal, state, or local government F. Transfer of convenience, e.g., correcting defects in a title, a transfer by a husband either through a third party or himself and his wife to create a tenancy by the entirety, etc. G. Sale of only a portion of the assessed unit, e.g., a parcel sold from a larger tract and the assessment is for the larger tract, or a portion is in another municipality H. Sale resulting from a court order, e.g., a divorce settlement, estate sale I. Sale in proceedings of bankruptcy J. Sale of an undivided interest K. Sale to / from an educational, charitable, or religious organization | <ul style="list-style-type: none"> L. Repossession or Sale of a foreclosed property by a financial institution or lender. M. Sale of property, the value of which has been materially influenced by zoning changes not reflected in current assessments N. Other, when a non-arm’s length sale does not fall into any other category, this code is used, accompanied by a written explanation and/or comparable sales analysis. O. Sale of property where a <u>substantial</u> physical change has occurred. Specifically, the <u>sale price</u> and <u>proposed value</u> do not represent a property with the same physical characteristics. <i>i.e. sale price does not include change, whereas the assessed value does</i> P. Sale of property with a change in use when compared to its use on the assessment date. Q. Sale of property which includes both a trade of property and cash for the property conveyed R. Sale of property which has been sold more than once in the same analysis period. Only the most recent valid sale closest to the assessment date is used for analysis purposes. See page 17 for examples. S. As of FY 2017, use of code “S” can be substituted with an “L”. <i>In prior years, was sale of a foreclosed property by a financial institution or other lender. (If considered arm’s length, must be supported by detailed documentation.)</i> T. Property sold to an abutter U. Private sale not put on the market V. Sale of multiple parcels W. Sale affected by deed restriction, e.g., 40B housing X. <i>Discontinued as of FY17</i> |
|---|---|



Sales Verification Resources

Sale Inspections- BLA still recommends to go physically measure and inspect all sale properties in all property classes as close to the sale date as possible- Get Outside!!!

Deeds, Certificates of Title

Supplement sales inspections and legal instruments with:

Interviews with buyers, realtors, sellers, builders, appraisers

Online sale listing, Google, "Search it Up", News articles

Sale Questionnaires- make them easy to return, tailor to property use

Multiple Listing Service, Cape Cod and Islands MLS, Berkshire County MLS

Realtor.com, Loopnet, CoStar, Zillow, etc.

Secretary of State Corporate Database

<https://corp.sec.state.ma.us/corpweb/corpsearch/CorpSearch.aspx>

Things you hear from neighbors or in town hall (try to verify)

Income and Expense Returns, Building Permits, Business Certificates/Use Permits





Sales Chasing



Occurs when the assessor either **knowingly or unknowingly** makes changes to sale properties, and not to unsold properties, that achieve better ratio study results and/or alters the assessed values of the sales sample so that they no longer reflect the same market relationship. Refer to IAAO Standard on Ratio Studies 2013

Problems:

- Erodes the data quality of the property database,
- Calls into question to validity of the sales ratio study
- Degrades the effectiveness of the CAMA system “model”.

Indicators:

- Unreasonably low COD’s (measure of appraisal uniformity)
- Changes in sale properties are not similar to changes in unsold properties.



Sales Chasing

Assessors should exercise caution when making any subjective changes in value to recently sold properties and must ensure that the same criteria is also applied to all similar properties. Assessors may make non-subjective changes such as adding the missing unfinished basement or central air conditioning.

Subjective Data Fields

Grade

Condition/CDU

Depreciation/EYB

Building Style

Land Influences or Conditions

Non-Subjective Data Fields

of Fireplaces

Sketch & SFLA

of Bathrooms

Heating System

Type of Roofing and Siding





The LA3 - Sales Analysis Period

- Assessment Date is always the January 1, preceding the Fiscal Year. The Base Year of sales that must always be used are from the prior calendar year.

Example: LA3 for FY2024

Assessment date 01/01/2023

The calendar year preceding the assessment date – (2022 sales) are used as the “Base Year”

To determine if 24 months of sales are needed; review total property class counts and sale counts by class.

- 2% of the class **OR** minimum of 10 sales, whichever is greater

Example: Class 104 has 330 parcels and 8 valid sales occurring in calendar year 2022.

2% of the parcel count is 7 sales, however $7 < 10$, so 24 months of sales are needed



The LA3 - Sales Time Periods

When 24 months of sales are required there are 2 options:

A. Use sales from the Base Year and 12 months **before** the Base Year;

In our example for FY2024

*The calendar year **before** the Base Year of 2022 is 2021*

Sales analysis period 01/01/2021 to 12/31/2022

or B. use Base Year and the 6 months of sales immediately **before** the base year and 6 months immediately **after** the base year;

In our example for FY2024 this would be

July 2021 to December 2021 and January 2023 to June 2023

Sales analysis period 07/01/2021 to 06/30/2023

There can be several factors to consider when selecting which time period to add the additional 12 months of sales from (when required). In rapidly changing markets, the oldest sales may contain the most dramatic differences from the assessment date and the current market. Also, using the most recent sales data may show that market increases or decreases are continuing.

Must use the same sales analysis period for all classes requiring 24 months of sales.



LA3 Review Tips

A. Use the DLS LA3 macros to review. <https://www.mass.gov/service-details/certification-of-real-and-personal-property-values>

B. Use Gateway's features to review sales and statistics. Two useful filter options exist on the LA3 Search/Update/Delete page:

- **Repeat Sales Only** displays multiple sales of the same property occurring during the time period under review. This highlights sales where the NAL code "R" might be appropriate.
- **Duplicate Names Only** displays sales where the Buyer and Seller have the same or similar names but the sale has not been coded as non-valid.

Other examples of review checks and best practices

- BLA Advisors appreciate sale comments!  Make them relevant and understandable.
- Buyer and Seller names should be entered in the CAMA system following a standard protocol for the ownership type: Last, First (not First Last), also when property in trust, life estate, multiple owners, etc.
- No blanks in the LA3 cells- check new condos and new parcels for:
 - Current assessed values can't be blank; must enter as zero "0"
 - No blanks or "n/a" as seller/buyer names; all sales need grantor and grantee!



LA3 Review Tips Continued

- Look at Outliers. While the normal bell curve has a few outliers, some outliers are simply uninvestigated NAL sales.
- NAL check: Do codes used make sense give the circumstances of the sale?
- Look at A sales and if names are unlike, make a note of grantor and grantee relationship
- Check B sales that parties are affiliate, subsidiary, associate, parent company, holding company.
- P codes; change in use: The use code on the LA3 should be the use as of the assessment date (not the date of sale).
- L sales should have bank names as grantee or grantor. S sales should have bank name as grantor.
- Review the names of all grantors and grantees on all valid sales, line by line, for “Estate of”, “Administrator”, “Executor”, bank names, names of exempt institutions, names that imply a relationship between the parties, etc.
- Filter all NAL V sales to ensure they have at least one other V coded buddy parcel or enter comment to note the other parcels that were included in the sale.
- Check that all NAL N sales have sale comments.



Price Quartiles

Price Quartiles- show Regression or Progression. Demonstrate the consistency of the level of assessment by stratifying by pricing groups.

Quartiles- 40+ sales

Halves- 20 to 40 sales

Simplified example (sample size is insufficient) to demonstrate regression:

jur_code	sale_date	parcel_id	seller	buyer	st_num	st_alpha	st_name	prop_type_id	nal_code	sale_price	assessment_value	proposed_value	as_ratio	outlier	time_trend	Comment	Location ID
353	02/22/2022	4_58	BERRY, BILL	CAKE, CASSANDRA	1		BROOK AVE	101		260,000	233,900	263,500	1.01				M_170577_939750
353	07/07/2022	100_100	PASTA, PETER	CASSEROLE, CASEY	3		BAY DR	101		279,000	258,000	273,400	0.98				M_170577_939751
353	12/23/2022	36_91	SPAGHETTI, SAVANNAH	TOMATO, TINA	9		POND RD	101		389,000	325,600	369,500	0.95				M_170577_939749
353	03/03/2022	23_2	LETTUCE, LISA	JELLO, JACOB	4		OCEAN AVE	101		498,000	462,500	478,200	0.96				M_170577_939748
353	05/12/2022	62_93	MAPLE, MARVIN	KETCHUP, KIM	8		BOGGY LN	101		750,000	675,400	704,300	0.94				M_170577_939746
353	06/16/2022	5_90	PITA, PAULA	HUMMUS, HENRY	6		RIVER TERR	101		829,000	742,400	785,800	0.95				M_170577_939747
353	04/08/2022	85_145	APPLE, ANNE	BURRITO, BETTY	5		LAKE ST	101		910,000	729,000	800,000	0.88				M_170577_939745
353	10/04/2022	96_701	TACO, TIMOTHY	BURGER, BENJAMIN	7		BEACH AVE	101		1,045,000	186,000	930,000	0.89				M_170577_939744
												Median	0.95			Price Q1	1.00
												COD	3.26			Price Q2	0.96
												Mean	0.94			Price Q3	0.94
												WMean	0.73			Price Q4	0.88
												PRD	1.30				

Price Quartiles statistics should be between 90 to 110% and be within 5% of the class median.

How to check your price quartiles:

Run in your CAMA system reports, in the LA3 Macros, or upload your LA3 and run in DLS Gateway.

All 3 may have slightly varying calculations however note that Gateway is what we use to determine the price quartile statistics.



Date Quartiles

Date Quartiles- show how the market changed over the sales analysis period.

Helps to see if a time adjustment to sale would be helpful.

Gateway features The Current Time Trend Analysis is used by BLA to check that the trend you used to time adjust the sale prices in your LA3 is acceptable.

The Proposed Time Trend Report is used by the Assessor to analyze the unadjusted sales and develop a time trend.

DLS YouTube Video

<https://www.youtube.com/watch?v=BPyRt4qWgvU>





Producing your LA3

Find the correct LA3 report in your CAMA system.

Extract the report in Excel *for the dates of the sales analysis period for all classes.*

Remember to include the GIS Loc ID and any sale comments

Sort the report by class (property type id) and sale date to remove the additional 12 months of sales in classes that did NOT require more than the base year for the analysis.

Review and proof the LA3 - see tips in this presentation

Save the file. Make a note of file name and where you saved it!

Copy each sale row into the LA3 upload template then bulk upload into DLS Gateway

Know how many sales records you should have!



Your LA3 must contain columns

A – R

Ready for Review



The LA3 Format

Found in Property Type Classification Code Booklet Data Layout Example

Columns

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
jur_code	sale_date	parcel_id	seller	buyer	st_num	st_alpha	st_name	prop_type_id	nal_code	sale_price	assessment_value	proposed_value	as_ratio	outlier	time_trend	comments	Location Id
001	05/03/2015	8-0-28	Smith John	Jones Paul	121		Woodland St	101		470,000	390,000	447,500	0.95		485,000		123AB456BC90
001	12/22/2015	12-0-160A	Harrison W.	Raycroft B.	83	A	Forest St	102		320,000	270,000	332,000	1.04		320,000		123AB465BC275
001	07/12/2015	6-0-156	Johns P	Bradley A	13		Ralph Ave	104	N	125,000	185,000	170,000	1.36		125,000	Short Sale	123AB376BC1
001	06/18/2015	3-0-66	Bartlett Co.	Miller William	175		Maple St	101	P	225,000	220,000	475,000	2.11		230,900		123AB258C10

Row Headings should be on one line (wrapped if necessary) labeled exactly as above

see note below

	Column Heading	Description	Format
Column A	jur_code	DOR community ID number	Text column - Three digits
Column B	sale_date	Date of sale	Date column - mm/dd/yyyy
Column C	parcel_id	Community identification	No special format - up to 30 Characters*
Column D	seller	Grantor of the property	No special format - up to 40 Characters*
Column E	buyer	Grantee of the property	No special format - up to 40 Characters*
Column F	st_num	Street number of the property	Numeric - up to 10 digits
Column G	st_alpha	For any text character part of st_num	Text Column up to 5 Characters
Column H	st_name	Name of the street, road etc.	Maximum Length - 40 Characters
Column I	prop_type_id	State use code of property	Text column - 3 Characters **
Column J	nal_code	Non-arms Length Code	Text column - up to 3 Characters ***
Column K	sale_price	Sale Price of the property	Numeric *
Column L	assessment_value	Prior Fiscal Year Assessment	Numeric *
Column M	proposed_value	Proposed current Fiscal Year Assessment.	Numeric *
Column N	as_ratio	Assessment Sales Ratio	Numeric with 2 place decimal
Column O	outlier	DOR use only, should be blank for all entries	
Column P	time_trend	(If applicable) Time-Adjusted Sales Price.	Numeric ****
Column Q	Comments	Explanation of "N" codes or other as needed	Text
Column R	Location ID	Location ID - GPS Based	AlphaNumeric - up to 255 Characters*

- * No entry can be blank.
- ** This should reflect the property's class code as of the proposed assessment date, not what it was at the time of the sale.
- *** Must be left blank for all valid sales.



Bulk Upload of the LA3

Open your Excel sales file that was exported from your CAMA system.

Copy all the sale rows in the LA3 Upload Template

Name and save the LA3 Upload Template to your desktop

Log into DLS Gateway and click the LA3 tab. Click Bulk Upload from the menu on the left.

Follow the detailed instructions in the **LA3 Upload Tips Guide** found in the LA3 landing page in Gateway

Bulk Records Upload

Bulk Records Upload

Status: LA-3 Interim Year : NO STATUS FOUND

TaxRate - Interim Year Adjustment : NO STATUS FOUND

ACTON - 002 2024

Jurisdiction Fiscal Year Process

Date Range: 1/1/2022 - 12/31/2022 1/1/2021 - 12/31/2022 7/1/2021 - 6/30/2023

Is Sales Data Time Trended:

Select Document No file chosen



Editing Sales in the LA3

Your advisor has flagged a few sales that you need to make edits on. Research the sales and make the updated in all 3 relevant places.

1. Make the changes in your CAMA system
2. Make the changes in your sales file (Excel file)
3. Make the changes in DLS Gateway to your uploaded and unlocked LA3 using the Search/Update/Delete tool

Parcel Id	<input type="text"/>		
Sale Date From	<input type="text"/>	(mm/dd/yyyy)	Sale Date To <input type="text"/> (mm/dd/yyyy)
Sale Price From	<input type="text"/>		Sale Price To <input type="text"/>
Buyer Name	<input type="text"/>		Seller Name <input type="text"/>
Current Year ASR From	<input type="text"/>		To <input type="text"/>
Street Name	<input type="text"/>		Is Time Trended Only <input type="checkbox"/>
Repeat Sales Only	<input type="checkbox"/>		Duplicate Names Only <input type="checkbox"/>

Class	<input type="text" value="MULTIPLE USE"/>	Property Type List	<input type="text" value="012"/>	Property Group	<input type="text" value="013"/>
	<input type="text" value="RESIDENTIAL"/>		<input type="text" value="013"/>		<input type="text" value="031"/>
	<input type="text" value="OPEN SPACE"/>		<input type="text" value="014"/>		<input type="text" value="013 & 031"/>
	<input type="text" value="COMMERCIAL"/>		<input type="text" value="016"/>		<input type="text" value="013-043"/>

Current Year NAL Code	<input type="text" value="Valid Sales - Code is Blank"/>
	<input type="text" value="Invalid Sales - NAL Sales"/>
	<input type="text" value="A"/>
	<input type="text" value="A1"/>



How to delete LA3 from Gateway

Sometimes you need to start over with a new sales file.

Your advisor can unlock the LA15 and LA3.

You have to delete the old sales file from 2 places in Gateway:

1st Delete the sale records from the Search/Update/Delete page

In Search/Update/Delete page, click Search

After all your sale records come up, scroll to the bottom of the page and click

Delete Searched data

2nd Delete the Uploaded File from the Bulk Upload page.

Click

Delete Uploaded File





LA3 Resources

The best places to get help with your LA3:

1. The LA3 landing page in DLS Gateway
2. DLS Website

<https://www.mass.gov/service-details/certification-of-real-and-personal-property-values>

<https://www.mass.gov/service-details/property-coding-and-sales-reporting>

3. Your Bureau of Local Assessment Field Advisor





The Interim Year Approval Process- where does the LA3 fit in?



- Update your communities Local Officials Directory and do the Assessors Certification with your Town/City Clerk for the fiscal year you will be working on
- Revised & Omitted, Audited Personal Property, Amended New Growth LA13A
- **LA3**
- LA15- auto populated by the LA3.
- LA4 with a copy of your CAMA system LA4 uploaded in the Current Documents and Board of Assessor Authorization/Signatures
- LA13 with New Growth Template
- Classification Hearing
- Tax Rate

Make life easier on your office- Submit all your Gateway Reports early for your Advisor to review, including your LA3!