

INTRODUCTION

These Guidelines are intended to assist the Board of Assessors in determining the proper classification of property according to its use.

The coding structure has three digit level of detail. The first digit indicates a major classification. The second digit is a major division and the third digit is a subdivision, both within the major classification of property.

If the guidelines do not include a three digit code for a specific property use, the assessor should use the code that most appropriately identifies the property's use. For example, the assessors would use codes 321-326 to classify a retail condominium, based on the use of the property.

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NEW CODES: 450, 451, 452, 550, 551, 552

Multiple-Use Property

CODE 0

Real property used or held for use for more than one purpose, including parcels with multiple detached or attached buildings, are considered multiple-use property for classification purposes. Any necessary related land on a multiple-use property must be allocated among the classes of property within the building.

The first digit of multiple-use property is always a zero (0). The second and third digits are the major classification of the property represented. The digits following zero (0) are listed in the order of major importance.

Examples

Since the guidelines for coding multiple-use property are unique, several specific examples of how to identify such property with these codes are listed here. These are only examples and do not represent all possible multiple use codes.

013 Multiple-Use, primarily Residential A building with a retail store on the first floor, apartments on the upper floors, and a major portion of the related land is reserved for tenant parking.

031 Multiple-Use, primarily Commercial A building with retail use on the first floor, office space on the second and third floors, apartments on the fourth floor and a major portion of the related land is allocated for commercial use.

037 Multiple-Use, primarily Commercial with part of land designated under Chapter 61A use A farm property with land and buildings predominantly used for commercial farming with part of land(at least 5 acres) designated horticulture/agricultural under Chapter 61A.

021 Multiple-Use, primarily Open Space A single-family house with substantial acreage designated open space by the assessors.

Residential

CODE 1

M.G.L. Chapter 59 §2A: All real property used or held for human habitation containing one or more dwelling units including rooming houses with facilities assigned and used for living, sleeping, cooking and eating on a non-transient basis, and including a bed and breakfast home with no more than three rooms for rent. Such property includes accessory land, buildings or improvements incidental to such habitation and used exclusively by the residents of the property or their guests. Such property shall include: (i) land that is situated in a residential zone and has been subdivided into residential lots, and (ii) land used for the purpose of a manufactured housing community, as defined in Chapter 140, 532F. Such property shall not include a hotel or motel.

Incidental accessory land, buildings or improvements would include garages, sheds, in-ground swimming pools, tennis courts, etc. Non-incidental accessory land, classified and coded differently, would include mixed use properties, such as a variety store, machine shop, etc. on a residential parcel.

10 Residences

- 101 Single Family
- 102 Condominium
- 103 Mobile Home (includes land used for purpose of a mobile home park)
- 104 Two-Family
- 105 Three-Family
- 106 Accessory Land with Improvement - garage, etc.
- 107 (Intentionally left blank)
- 108 (Intentionally left blank)
- 109 Multiple Houses on one parcel (for example, a single and a two-family on one parcel)

11 Apartments

- 111 Four to Eight Units
- 112 More than Eight Units

12 Non-Transient Group Quarters

- 121 Rooming and Boarding Houses
- 122 Fraternity and Sorority Houses
- 123 Residence Halls or Dormitories
- 124 Rectories, Convents, Monasteries
- 125 Other Congregate Housing which includes nontransient shared living arrangements

13 Vacant Land in a Residential Zone or Accessory to Residential Parcel

- 130 Developable Land
- 131 Potentially Developable Land
- 132 Undevelopable Land

14 Other

- 140 Child Care Facility (M.G.L. Chapters 59 §3F; 40A §9C)

Open Space

CODE 2

M.G.L. Chapter 59 §2A: Land which is not otherwise classified and which is not taxable under the provisions of Chapter 61, 61 A or 61 B, or taxable under a permanent conservation restriction, and which land is not held for the production of income but is maintained in an open or natural condition and which contributes significantly to the benefit and enjoyment of the public.

For land designated as Forest, Agricultural/Horticultural and Recreational under Chapters 61, 61 A, 61 B, see Codes 6,7,8. Land placed under conservation restriction according to Chapter 184, X31 is to be classified according to its use as residential, commercial or industrial property.

20 Open Land in a Residential Area

- 201 Residential Open Land
- 202 Underwater Land or Marshes not under public ownership located in residential area (typically, privately owned ponds, lakes, salt marshes or other wetlands of non-commercial use)

21 Open Land in Rural Area

- 210 . Non-Productive Agricultural Land (that part of an operating farm not classified as Chapter 61A Agricultural/Horticultural or Chapter 61 Forest Land)
- 211 . Non-Productive Vacant Land

22 Open Land in a Commercial Area

- 220 . Commercial Vacant Land (acreage without site improvements and not in commercial use)
- 221 Underwater Land or Marshes not under public ownership located in commercially zoned area

23 Open Land in an Industrial Area

- 230 . Industrial Vacant Land (acreage without site improvements and not in commercial or industrial use)
- 231 Underwater Land or Marshes not under public ownership located in industrial area

Commercial

CODE 3

M.G.L. Chapter 59 §2A: All real property used or held for use for business purposes and not specifically included in another class, including but not limited to any commercial, business, retail, trade, service, recreational agricultural, artistic, sporting, fraternal, governmental, educational, medical or religious enterprise for non-profit purposes.

30 Transient Group Quarters

- 300 Hotels
- 301 Motels
- 302 Inns, Resorts or Tourist Homes
- 303 (Intentionally left blank)
- 304 Nursing Homes - includes property designed for minimal care with or without medical facilities
- 305 Private Hospitals
- 306 Care and Treatment Facilities - designed and used on a transient basis, including half-way houses or other types of facilities that service the needs of people

31 Storage Warehouses and Distribution Facilities

- 310 Tanks Holding Fuel and Oil Products for Retail Distribution, either Above Ground or Underground (Underground tanks of service stations would be real estate; however, above ground tanks that rest on concrete saddles or steel frames that can be separated without damage are personal property.)
- 311 Bottled Gas and Propane Gas Tanks
- 312 Grain and Feed Elevators
- 313 Lumber Yards
- 314 Trucking Terminals
- 315 Piers, Wharves, Docks and related facilities that are used for storage and transit of goods
- 316 Other Storage, Warehouse and Distribution facilities (see also Industrial Code 401)
- 317 Farm Buildings - barns, silo, utility shed, etc.
- 318 Commercial Greenhouses

32 Retail Trade

- 321 Facilities providing building materials, hardware and farm equipment, heating, hardware, plumbing, lumber supplies and equipment
- 322 Discount Stores, Junior Department Stores, Department Stores

- 323 Shopping Centers/Malls
- 324 Supermarkets (in excess of 10,000 sq. ft.)
- 325 Small Retail and Services stores (under 10,000 sq. ft.)
- 326 Eating and Drinking Establishments - restaurants,
diners, fast food establishments, bars, nightclubs

**33 Retail Trade - Automotive, Marine Craft and
Other Engine Propelled Vehicles, Sales and Service**

- 330 . Automotive Vehicles Sales and Service
- 331 . Automotive Supplies Sales and Service
- 332 . Auto Repair Facilities
- 333 Fuel Service Areas - providing only fuel products
- 334 . Gasoline Service Stations - providing engine repair or
maintenance services, and fuel products
- 335 . Car Wash Facilities
- 336 Parking Garages
- 337 Parking Lots - a commercial open parking lot for
motor vehicles
- 338 . Other Motor Vehicles Sales and Services

34 Office Building

- 340 . General Office Buildings
- 341 . Bank Buildings
- 342 . Medical Office Buildings

**35 Public Service Properties (see Code 9 for
Exempt Public Service Properties)**

- 350 Property Used for Postal Services
- 351 . Educational Properties
- 352 . Day Care Centers (see also Code 140)
- 353 Fraternal Organizations
- 354 Bus Transportation Facilities and Related Properties
- 355 . Funeral Homes
- 356 Miscellaneous Public Services - professional
membership organizations, business associations, etc.

36 Cultural and Entertainment Properties

- 360 Museums
- 361 Art Galleries
- 362 Motion Picture Theaters
- 363 Drive-In Movies
- 364 Legitimate Theaters
- 365 Stadiums

- 366 Arenas and Field Houses
- 367 Race Tracks
- 368 Fairgrounds and Amusement Parks
- 369 Other Cultural and Entertainment Properties

37 Indoor Recreational Facilities

- 370 Bowling
- 371 Ice Skating
- 372 Roller Skating
- 373 Swimming Pools
- 374 Health Spas
- 375 Tennis and/or Racquetball Clubs
- 376 Gymnasiums and Athletic Clubs
- 377 Archery, Billiards, other indoor facilities

38 Outdoor Recreational Properties (excluding those classified under General Laws 61B)

- 380 Golf Courses
- 381 Tennis Courts
- 382 Riding Stables
- 383 Beaches or Swimming Pools
- 384 Marinas - including marine terminals & associated areas primarily for recreational marine craft
- 385 Fish and Game Clubs
- 386 Camping Facilities - accommodations for tents, campers or travel trailers
- 387 Summer Camps - children's camps
- 388 Other Outdoor facilities - e.g., driving ranges, miniature golf, baseball batting ranges, etc.
- 389 Structures on land classified under Chapter 61B Recreational Land

39 Vacant Land - Accessory to Commercial parcel or not specifically included in another class

- 390 Developable Land
- 391 Potentially developable Land
- 392 Undevelopable Land
- 393 Agricultural/Horticultural Land not included in Chapter 61 A

Industrial

CODE 4

M.G.L. Chapter 59 §2A: All real property used or held for use for manufacturing, milling, converting, producing, processing, extracting or fabricating materials unserviceable in their natural state to create commercial products or materials; the mechanical, chemical or electronic transformation of property into new products and any use that is identical to or an integral part of such use, whether for profit or non-profit purposes; property used or held for uses for the storage, transmitting and generating of utilities.

40 Manufacturing and Processing

- 400 Buildings for manufacturing operations
- 401 Warehouses for storage of manufactured products
- 402 Office Building - part of manufacturing operation
- 403 Land - integral part of manufacturing operation
- 404 Research and Development facilities

41 Mining and Quarrying

- 410 Sand and Gravel
- 411 Gypsum
- 412 Rock
- 413 Other

42 Utility Properties

- 420 Tanks
- 421 Liquid Natural Gas Tanks
- 423 Electric Transmission Right-of-Way
- 424 Electricity Regulating Substations
- 425 Gas Production Plants
- 426 Gas Pipeline Right-of Way
- 427 Natural or Manufactured Gas Storage
- 428 Gas Pressure Control Stations

43 Utility Properties - Communication

- 430 Telephone Exchange Stations
- 431 Telephone Relay Towers
- 432 Cable TV Transmitting Facilities
- 433 Radio, Television Transmission Facilities

44 Vacant Land - Accessory to Industrial Property

- 440 Developable Land
- 441 Potentially Developable Land

442 Undevelopable Land

45 Electric Generation Plants

- 450 Electric Generation Plants
- 451 Electric Generation Plants, Transition Value
- 452 Electric Generation Plants, Agreement Value

Personal Property

CODE 5

M.G.L. Chapter 59 §2: All personal property ...wherever situated, unless expressly exempt, shall be subject to taxation...

501 Individuals, Partnerships, Associations and Trusts

All personal property is taxable and includes: stock in trade, machinery used in the conduct of the business, personal property used in connection with any cleaning or laundry processes, machinery used in the refrigeration of goods or in the air conditioning of premises, all furnishings and fixtures and owner non-domicile furnishings.

502 Domestic Business Corporations or a Foreign Corporations, as defined in Chapter 63 §30

Taxable personal property includes only: underground conduits, wires and pipes wherever located; poles and wires on private ways and machinery used in the conduct of the business, except stock in trade or machinery directly used in connection with dry cleaning or laundering processes, refrigeration of goods, air conditioning of premises or in any purchasing, selling, accounting or administrative function.

503 Domestic and Foreign Corporations Classified Manufacturing, as defined in Ch. 63, 538C & 542E

Taxable personal property includes only: underground conduits, wires and pipes wherever located, poles and wires on private ways.

504 Public Utilities -- Transmission and Distribution

Taxable personal property includes underground conduits; wires and pipes wherever located; poles and wires on private ways and machinery used in manufacture.

505 Machinery, Poles, Wires and Underground Conduits,

Wires and Pipes of all Telephone and Telegraph Companies, as determined by the Commissioner of Revenue.

506 Pipelines Of 25 Miles Or More In Length For Transmitting Natural Gas Or Petroleum, as determined by the Commissioner of Revenue.

550 Electric Generation Plants Personal Property

551 Electric Generation Plant P.P., Transition Value

552 Electric Generation P. P., Agreement Value

Chapter 61, 61 A, 61 B Property

Forest, Agricultural/Horticultural and Recreational lands valued according to M.G.L. Chapters 61, 61A 61B are not specifically included in any *of* the four major classifications. The commercial property tax rate, however, is the applicable rate for land under these chapters.

CODE 6

Forest Land

601 All land designated under Chapter 61

CODE 7

Agricultural/Horticultural

All land that has been designated under Chapter 61A. (Land devoted to this use must be in excess of 5 acres and meet other requirements of the law.)

71 Productive Land

710 Cranberry Bog
711 Tobacco, Sod
712 Truck Crops - vegetables
713 Field Crops - hay, wheat, etc.

- 714 Orchards - pears, apples, etc.
- 715 Grape Vineyards
- 716 Tillable Forage Cropland
- 717 Productive Woodland - Christmas trees, woodlots
- 718 Pasture
- 719 Nurseries

72 Non-Productive Land

- 720 Necessary related Land - farm roads, ponds, land under farm buildings
- 722 Wet land, scrub land, rock land

CODE 8

Recreational Land

All property that has been designated under Chapter 61B. (If an area has more than one use according to the codes below, use the code which represents the primary use of the land).

- 801 Hiking - trails or paths
- 802 Camping - areas with sites for overnight camping
- 803 Nature Study - areas specifically for nature study or observation
- 804 Boating - areas for recreational boating and supporting land facilities
- 805 Golfing - areas of land arranged as a golf course
- 806 Horseback Riding - trails or areas
- 807 Hunting - areas for the hunting of wildlife
- 808 Fishing Areas
- 809 Alpine Skiing - areas for "downhill" skiing
- 810 Nordic Skiing - areas for "cross-country" skiing
- 811 Swimming Areas
- 812 Picnicking Areas
- 813 Public Non-Commercial Flying - areas for gliding or hand-gliding
- 814 Target Shooting - areas for target shooting such as archery, skeet or approved fire-arms

EXEMPT PROPERTY

CODE 9

All property which is totally exempt from taxation under various provisions of the law and owned by:

90 Public Service Properties

900	United States Government
901	Commonwealth of Massachusetts
902	Counties
903	Municipalities, Districts
904	Colleges, Schools (private)
905	Charitable Organizations (private hospitals, etc.)
906	Churches, Synagogues and Temples
907	121A Corporations
908	Housing Authority

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 should sign and date the first page of their submission.

Column A	Date of Sale
Column B	Parcel Identification Number(s)
Column C	Grantor's Last Name(s) Grantee's Last Name(s) Address of Property
Column D	Usage Class Code (as of assessment date)
Column E	Non-Arms Length Code (if applicable)
Column F	Sale Price
Column G	Assessed Value (as of January 1st of the year of the sale)
Column H	Proposed Value (certification year only)

NON-ARMS 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 commercial or industrial real property which includes machinery, equipment, inventories or "good will"

- D.** Sale of property substantially changed after the assessment date but before the sale, e.g., sale of a property on which a building was added after the assessment date, or sale of a property which was demolished partially destroyed, subject to fire, flood, or remodeled after the assessment date.
- E.** Sale to / from 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
- 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
- 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
- *O.** Sale of property with a substantial physical change after the sale. An example is a house which has been remodeled after the sale, before the assessment date
- *P.** Sale of property with a change in use after the sale
- 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 year. Only the last sale is used for analysis purposes.
- S.** Sale of a foreclosed property. May be arm's length in special circumstances (must be supported by detailed documentation)

*Codes used for reporting sales for certification review analysis, when the sale prices are compared to the proposed values. The codes would also be used in the EQV program.

Property Sales Report

Preferred Spreadsheet Specifications

Data Layout Example

Community Name _____

Date of Submission _____

Columns

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Date of Sale	Map	Sec	Lot	Grantor	Grantee	Street No.	Property Address	Usage Class	NAL Code	Sale Price	FY1999 Ass'd Value	FY2000 Ass'd Value	A/S Ratio
052698	8	0	28	SMITH JOHN	JONES PAUL	121	WOODLAND ST	101		370000	340000	347500	0.94
122998	12	0	160A	HARRISON W	RAYCROFT B	83	FOREST ST	102		202000	170000	180000	0.89
093098	3	0	66	BARTLETT CO	MILLER WILLIAM	175	MAPLE ST	101	P	125000	120000	275000	2.20

see note below

Description of Columns

Col A Date of Sale
 Cols B - C - D Parcel Identification
 Col E Grantor
 Col F Grantee
 Col G Street Number
 Col H Property Address
 Col I Usage Class
 Col J Non-Arms Length Code
 Col K Sale Price
 Col L FY1999 Assessed Value
 Col M FY2000 Assessed Value
 Col N Assessment/Sales Ratio

Format

MMDDYY only
 Maximum length - three columns, 5 characters each
 No special format
 No special format
 Individual column for street number - up to 4 digits
 Maximum length - 21 characters
 3 digit state class code reflecting FY2000 property type
 See Classification Code Book for description of codes (1 character length)
 Numeric without commas
 Numeric without commas
 Numeric without commas
 Numeric with 2 place decimal (ratio of FY2000 assessment to sale price)

Note: In the example above, the original sale of \$125,000 is arms length since a vacant piece of land (class 130) sold and the FY1999 assessed value reflects this (\$120,000). However, the same sale, when compared to the FY2000 assessed value of a single family home (\$275,000), becomes a non-arms length sale with the NAL code of "P". The usage class changes from a 130 to a 101.