

# PTD Sales Template

**Usage:** This report is intended for users that do not store sales in CAMA, or do not have an existing report to generate sales information. **Note if you are using one of the following systems, please do not use this template: Tyler Eagle, Tyler IASWorld.**

**Sales:** Please enter the required information for **all sales** that occurred in your county between 1/1/2020 and 12/31/2020 regardless of classification, arms-length status, etc. in the Sales tab of the Excel spreadsheet. A list of field definitions can be found below. Note that the 2003 value is no longer required (column AB in the Excel template) as part of the ratio study. If you would like to provide historic sales (for counties with less than 20 transactions in the current year), please send them in a separate file.

**Once you have completed your sales information, please email it to [support@axiomnh.com](mailto:support@axiomnh.com).**

Column	Field	Description
A	INDEX	This is simply a sequential number starting at 1 and continuing on to the bottom of the list.
B	COUNTY CODE	This is a number from 1-33 that identifies your county
C	TAX YEAR	This is the year of the assessment. For tax year 2021, the date of assessment is Jan 1, 2021
D	PARCEL ID	This is the parcel account number (Owner or RNumber)
E	U.P.C.	The Uniform Parcel Code, the 13 digit code as described in the State Mapping Manual
F	USE CODE	Use Code = Property Type. If you are using codes, please provide us a copy of the codes you are using with descriptions.
G	NBHD	The parcels neighborhood code. If you have delineated your county into neighborhoods, enter the designation here. If you are using codes, please provide us a copy of the codes you are using with descriptions.
H	SCHOOL DIST	The parcels school district code. Enter the school district identification
I	DEED BOOK	This is the deed reference. The book and page can be combined as a single entry if that is how you keep the data
J	DEED PAGE	This is the deed reference.
K	SUBDIVISION	If the property is in a subdivision, enter the name of the subdivision here.
L	STR NO	Property Address – Street Number
M	STREET	Property Address – Street Name
N	BLDG AREA	Building Area
O	LAND AREA	Land Area
P	LAND UNITS	Unit of Measurement for Land Area: SqFt or AC
Q	BLDG STYLE	The style of building, i.e., Ranch, Colonial, Split Level, Bungalow, etc.
R	QUALITY GRADE	The Quality Grade of the improvement.
S	CONDITION	The Condition of the improvement.
T	YR BLT	The actual year built of the improvement.
U	EFF YR BLT	The effective year built of the improvement.
V	CURRENT LAND	The land value after the transfer occurred (most recent NOV value).
W	CURRENT BLDG	The building value after the transfer occurred (most recent NOV value).

X	CURRENT TOTAL	The total value after the transfer occurred (most recent NOV value).
Y	PRIOR LAND	The land value before the transfer occurred (prior year value).
Z	PRIOR BLDG	The building value before the transfer occurred (prior year value).
AA	PRIOR TOTAL	The total value before the transfer occurred (prior year value).
AB	2003 TOTAL VALUE	<del>This is the total assessed value placed upon the property for tax year 2003</del> <b>**FIELD NO LONGER REQUIRED**</b>
AC	SALES PRICE	The sale price of the property. Enter 0 if it is unknown.
AD	SALES DATE	The sale date of the property.
AE	VALID SALE	Is this sale a valid arm's length transfer of the property? Enter Y for yes, N for no
AF	NAL REASON	If this was a "Non-Arms-Length" transaction, enter a code or reason here. If you are using codes, please supply a copy. If you do not currently use codes, a suggested list of codes is attached.

**Inclusion/Exclusion:** Each sale should have a value in the "Valid Sale" column (AE in the Excel template) to indicate if the sale should be included or excluded from the ratio study ("Y" indicates a valid sale, "N" indicates an invalid sale). Note that all sales that are marked as excluded ("N") from the ratio study must have an acceptable reason entered in the "NAL Reason" column (AF in the Excel template). PTD's list of exclusion codes are listed below. If you are using a different coding system, please provide it to PTD.

Code	Reason	Notes
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.	<i>These are properties that saw significant changes AFTER the last assessment date but BEFORE the sale.</i>
E	Sale to / from federal, state, or local government	
F	Transfer of convenience, e.g., correcting defects in a title, adding spouse to the title, etc.	<i>Generally, these transfers will not have a consideration attached to them.</i>
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	No disclosure of sale price received	

O	Sale of property with a substantial physical change after the sale. An example is a house which has been remodeled after the sale, but before the assessment date	<i>These are properties that saw significant changes AFTER the sale but before the next assessment date.</i>
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 a 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)	
T	Default or fulfillment of contract sale	
U	<i>(unassigned) For future use by PTD</i>	<i>If you need a new code, use Code "Z" with an explanation. If there are a significant number of occurrences of your reason (through ALL counties), we will add a new code.</i>
V	<i>(unassigned) For future use by PTD</i>	
W	<i>(unassigned) For future use by PTD</i>	
X	<i>(unassigned) For future use by PTD</i>	
Y	<i>(unassigned) For future use by PTD</i>	
Z	Other, when a non-arm's length sale does not fall into any other category, this code is used, accompanied by a written explanation	