TAXPAYER'S GUIDE TO PROPERTY VALUATION AND ASSESSMENT ADMINISTRATION

TOWN OF CARLISLE
BOARD OF ASSESSORS
ASSESSING DEPARTMENT

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INTRODUCTION

Local municipal government in Massachusetts is the closest level of government to the people to which it serves. Residents within each community democratically elect fellow residents to serve on the boards and committees that provide guidance and oversight to the various departments to implement the policies of the town's residents. One of those elected boards is the Board of Assessors. The Board of Assessors in Carlisle is a three-member board with each member serving a three-year term who are entrusted with the oversight of the Assessing Department and its employees. The primary function of the Assessing Department is the valuation of all real and personal property in accordance with Chapter 59 of the Massachusetts General Laws.

The purpose of this guide is to provide readers with general knowledge of the operations and procedures of the Assessing Department and its role within the local municipal government finance team. Readers will be presented with a broad overview of the processes and guidelines used to value real property, the role assessed valuations have on the establishment of a single tax rate and why new valuations may impact individual properties differently.

Additionally, this guide will explain the data contained within a property record card. A section-by-section overview will outline the property specific information and their significance towards individual assessed valuations. Extensive visual aids are provided to help readers identify the different sections and their locations on the property record card. The concluding section will feature a selection of frequently asked questions from the Assessing Department.

The Assessing Department has developed this guide with the intent of serving as a living document. Much like the real estate market, the Board of Assessors and department staff recognize that change is inevitable. Updates and revisions are likely to be required to update existing information and to provide additional information not included in this initial publication. Department staff and the Board of Assessors shall determine when revisions are required.

[1] LOCAL TAX LEVY & PROPERTY ASSESSMENTS

In the spring of each calendar year, Town Meeting is held to determine the operating budget for the town for the next fiscal year beginning on July 1st. The town of Carlisle charter calls for an open town meeting where each resident may participate in the approval of the proposed budget presented by the Select Board and Town Administrator. The proposed budget is a culmination of the collaborative efforts of both elected officials and department employees. The budget includes consideration for operating / capital costs and projected revenues streams as well as applicable state laws. The largest revenue source for Carlisle, as with most Massachusetts communities, is the local property tax. In Fiscal Year 2024, 82% of the budget in Carlisle was funded from this revenue source. Annual assessed property valuations are the process used to allocate the burden to fund the town's approved budget.

The primary responsibility of the local Assessing Department is the valuation of all taxable Real and Personal Property within the community. Massachusetts utilizes an "ad valorum" real estate tax process where real estate taxes are determined according to the value of each property. Assessing departments from each municipality submit proposed assessed valuations to the Bureau of Local Assessment (BLA), a Division of the Department of Revenue (DOR), that reviews both property valuation adjustments and the sales used to determine the market-based adjustments applied to the community. Following the approval of assessed valuation adjustments in the fall of each year, the Principal Assessor presents a Tax Classification hearing to the Select Board in November each year. The Select Board votes on four real estate tax classification options to determine the final apportionment of real estate property taxes. Historically, Carlisle has not adopted any of these options and voted for the implementation of a single tax rate for all property classes.

Calculation of a Single Tax Rate

The calculation of a single tax rate (R) is a function of the Tax Levy (T) divided by the total assessed value of the community (V). The result is the tax rate per $1,000 in value to achieve the funding necessary to meet the financial spending approved by taxpayers at the annual town meeting.

Single Tax Rate (R) = Tax Levy (T) / Total Assessed Value of Community (V)

The following example demonstrates the calculation of

Carlisle's Fiscal Year 2024 Single Tax Rate:

1st) Town Meeting approved a Fiscal Year 2024 budget of $37,122,293.34 with **$30,692,225.11** (T) to be raised by local tax levy or taxes on Real and Personal Property.

2nd) The total assessed value of all taxable real and personal property in Carlisle for Fiscal Year 2024 was **$2,302,492,507**. (V)

Single Tax Rate (R) = $30,692,225.11 (T) / $2,302,492,507 (V)

FY24 Single Tax Rate (R) = $13.33 per $1,000 in value

For Fiscal Year 2024, a tax rate of $13.33 per 1,000 was adopted by the Select Board at the Tax Classification Hearing. The single tax rate was then applied to the Department of Revenue approved valuations for calculating the Fiscal Year 2024 real estate tax on the third quarter real estate tax bills, mailed 1/1/2024.

The process for the single tax rate calculation is consistent. Changes in the tax rate from one fiscal year to the next should be expected. Typically, tax levies (T) increase while assessed valuations (V) are positively or negatively adjusted to reflect the real estate market conditions. In fiscal years where real estate is appreciating, a decline in the single tax rate occurs. Conversely, falling real estate valuations or assessments will result in an increase to the single tax rate.

[2] MASS APPRAISAL

2.1 State Guidelines

The primary goal of the Assessing department is the full and fair cash valuation of all property to ensure the equitable distribution of the taxpayer approved tax levy. This section will highlight the important calendar dates used by all Massachusetts assessing officials with the focus on both the effective date of valuation and the time frame arm-length sales are analyzed. The statistical requirements and guidelines pertaining to achieving full and fair cash valuations will be limited as this topic falls outside the intent of this document.

The purpose of fiscal year assessed valuation adjustments is to ensure that every property pays its fair share of the tax levy. In Massachusetts, the date of valuation used is always January 1st preceding the start of the fiscal year. Assessors analyze arms-length sales from the year preceding January 1st to determine the properties requiring adjustments as well as to the extent of adjustments required. The purpose of this analysis is to achieve full and fair assessed valuations for all property types in accordance to the statistical standards set for by the BLA of the DOR. As previously mentioned, the depth of this topic exceeds the intended purpose of this document. These standards are revised and published annually and are publicly available online at the Massachusetts Division of Local Services section of the official website of the Commonwealth of Massachusetts. www.mass.gov/dls

MASS APPRAISAL (cont.)

2.2 Date of Valuation

Tax assessors calculate assessed valuations in Massachusetts utilizing dates specified by the Bureau of Local Assessment. The assessment date, or effective date of value, for the Fiscal Year is January 1st preceding the start of the fiscal year on July 1st. According to USPAP, the Uniform Standards for Professional Appraisal Practice, the effective date of value is defined as the date to which an appraiser's / assessor's analysis and value conclusions apply. For example, Fiscal Year 2024 began July 1st, 2023 with the an effective date of value was January 1st, 2023. Valuations were adjusted using sales which occurred between January 1st, 2022, and December 31st, 2022. The assessed valuation date is historic value and not a present market value and a valuation requirement of D.O.R.

The use of a historic date of valuation can cause various concerns to taxpayers. The majority of these pertain to the overvaluation of their property **or** the undervaluation of other properties. Both concerns relate to the perception of a disproportionate share of the local real estate property tax levied on their home. Additionally, these valuation concerns are usually a result of utilizing this historic effective date of valuation. These concerns can be exacerbated during times of real estate market decline or conversely, during periods of rapid market appreciation.

2.3 Historical Market Variations

The use of a historic effective date of value in a depreciating market result in an assessed value that can exceed current market value. Between 2009 and 2012, often referred to as the "Great Recession", real estate values nationwide fell drastically after years of appreciation. Assessed values for fiscal year 2009, with an effective date of value of January 1st, 2008, were determined using sales from calendar year 2007. The use of the home sales during this period often resulted in assessed values which exceeded the current market value when assessed valuations were released on the Fiscal Year Third Quarter real estate tax bills due in February of 2009. Both commercial and residential property owners alike expressed overvaluation concerns. This was a common and typical taxpayer concern expressed to many tax assessors during that time. Fiscal Years 2010, 2011 and 2012, determined using sales from calendar years 2008, 2009 and 2010 respectively, experienced assessed valuation decreases. This was due to the use of a historic valuation date utilizing real estate sales that were 365 to 730 days old.

Years of rapid real estate appreciation can also result in taxpayer concerns pertaining to the effective date of assessed valuations. A change in demand for a property type, such as condominiums or 2-3 family homes, or an individual style of single-family home (Colonial, Contemporary or Mid-Century Modern) can be to blame for this scenario. In the years following 2012, economic growth returned, and real estate once again began to appreciate. However, the rate of market appreciation was not equivalent between or within the various types of residential property. Condominiums and multi-family homes (2 or 3 families specifically), which had seen significant declines in value that exceeded single-family homes, were now experiencing double digit rates of appreciation which exceeded single-family homes. The 2021 sales market in Carlisle reflected a larger-than-average market appreciation for Deck House built homes.

In both examples, Fiscal Year 2022, the use of this historic date of value resulted in other property owners, often neighbors within proximity, confused or puzzled by recently released assessed values that were significantly below recent sale prices. In appreciating markets, it may take years of various indirect economic influences to slow real market conditions sufficiently for assessed valuations to more closely align with current market values.

2.4 Summary

In summary, the important assessment details of this section are:

1) An assessed value is not the present market value of the property. It is the historic value of the property from the prior year.
2) A historic effective date of valuation will delay assessed valuations from more closely aligning with the current real estate market.
3) Consecutive years of abnormal rates of appreciation or depreciation may take more than 1 fiscal year for assessed values to approach current market value.
4) The sales utilized to derive assessed values are 1 to 2 years old by the time assessed valuations appear on the 3rd Quarter Actual Tax Bill.

The Assessing Department is committed to the full and fair cash valuation of all properties within the community. Department staff, under the guidance from the elected Board of Assessors, are committed to full transparency of its process and procedures to achieving its primary goal. The staff and board remain committed to the improvement of its current practices and procedures and remain open minded to the implementation those which may improve its actions.

[3] PROPERTY SPECIFIC DATA

This chapter is designed to help you understand some of the key elements that may be identified on your property record card and how this data is used to calculate your assessed valuation.

1) How-To Read the Property Record Card

2) Residential Building Styles

3) Building Condition Codes

4) Building Grades

5) Special Features and Yard Items

6) Building Sketch and Sub-Areas

7) Kitchen Ratings

[3.1] Property Record Card How-To Read

The property record card (PRC) is the primary source of property specific information for all properties located within an assessing jurisdiction. Utilized by assessors across the country, this tool is a repository for tracking physical property changes and valuations for over 70 years.

Also known as a field card, due to its utilization during on-site property inspections, the PRC was once a paper document maintained by hand and updated when necessary. The migration to computer assisted mass appraisal systems (CAMA) in the late 1980's through the 1990's for most Massachusetts communities, simplified record keeping and vastly improved the assessed valuation process. Additionally, the migration to digital property record cards provided greater transparency to taxpayers.

The following information will detail the internally produced property record card (PRC) from Carlisle's CAMA software, AssessPro. While an abbreviated version of the PRCs are available online, there are significant differences in the layout between the online property record cards and the locally produced property record cards within the town hall. This section will focus on the explanation of the double sided, locally produced PRC and the interpretation of the information within it. The following pages will include a sample property record card as well as brief descriptions of the major sections.

22	31	0
Map	Block	Lot

FRONT

1 of 1 CARD

COMMERCIAL

Town of Carlisle

1

	Total Card /	Total Parcel
APPRAISED:	1,515,800 /	1,515,800
USE VALUE:	1,515,800 /	1,515,800
ASSESSED:	1,515,800 /	1,515,800

Patriot Properties Inc.

PROPERTY LOCATION

No	Alt No	Direction/Street/City
41		LOWELL ST, CARLISLE

2

OWNERSHIP

Unit #:

Owner 1:	TOWN OF CARLISLE
Owner 2:	CARLISLE POLICE STATION
Owner 3:	
Street 1:	41 LOWELL STREET
Street 2:	
Twn/City:	CARLISLE
St/Prov:	MA Cntry
Postal:	01741

PREVIOUS OWNER

Owner 1:	
Owner 2:	
Street 1:	
Twn/City:	
St/Prov:	Cntry
Postal:	

NARRATIVE DESCRIPTION

This parcel contains .5 ACRES of land mainly classified as PUBL SFTY with a POLICE Building built about 1986, having primarily CLAPBOARD Exterior and 5124 Square Feet, with 1 Unit, 2 Baths, 0 3/4 Bath, 2 HalfBaths, 0 Rooms, and 0 Bdrm.

OTHER ASSESSMENTS

Code	Descrip/No	Amount	Com. Int

PROPERTY FACTORS

Item	Code	Description	%	Item	Code	Description
Z	A	RES A	100	water		
o				Sewer		
n				Electri		
Census:	3621			Exmpt		
Flood Haz:						
D				Topo		
s				Street		
t				Gas:		

IN PROCESS APPRAISAL SUMMARY

Use Code	Land Size	Building Value	Yard Items	Land Value	Total Value
935	0.500	1,029,800		486,000	1,515,800
Total Card	0.500	1,029,800		486,000	1,515,800
Total Parcel	0.500	1,029,800		486,000	1,515,800

Source: Market Adj Cost | Total Value per SQ unit /Card: 295.82 | /Parcel: 295.8

Legal Description	User Acct
	GIS Ref
	F_696821_3018
	GIS Ref
Entered Lot Size	
Total Land:	Insp Date
Land Unit Type:	

!817!

PRINT	
Date	Time
09/13/24	09:38:20

LAST REV	
Date	Time
04/25/24	08:46:17

apro

USER DEFINED

Prior Id #1:	
Prior Id #2:	
Prior Id #3:	
Prior Id #1:	
Prior Id #2:	
Prior Id #3:	
Prior Id #1:	
Prior Id #2:	
Prior Id #3:	
ASR Map:	
Fact Dist:	
Reval Dist:	
Year:	
LandReason:	
BldReason:	
CivilDistrict:	
Ratio:	

3

PREVIOUS ASSESSMENT

Parcel ID 22-31-0

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2024	935	FV	1,037,900	0	.5	447,100	1,485,000		Year End Roll	11/2/2023
2023	935	FV	1,045,900		.5	425,800	1,471,700		Year End Roll	10/17/2022
2022	903	FV	543,700		.5	351,700	895,400	895,400		11/16/2021
2022	903	NC	543,700		.5	351,700	895,400	895,400	Year End Roll	11/10/2021
2021	903	FV	543,700		.5	351,700	895,400		Year End Roll	12/7/2020
2020	903	FV	487,400		.5	277,700	765,100		YER	12/31/2019
2019	903	FV	487,400	0	.5	277,700	765,100		YER	3/20/2019
2018	903	FV	487,400	0	.5	277,700	765,100	765,100	Year End Roll	10/27/2017

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SALES INFORMATION

TAX DISTRICT | PAT ACCT. 817

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	Notes
	N/A		2/6/1963			No	No		

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BUILDING PERMITS

Date	Number	Descrip	Amount	C/O	Last Visit	Fed Code	F. Descrip	Comment
8/23/2018	R-18-00160	OTHER	81,213	C				RECONFIGURE & EXPA

6

ACTIVITY INFORMATION

Date	Result	By	Name

Sign: ___/___/___

VERIFICATION OF VISIT NOT DATA

7

LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / Price Units	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh	Neigh Influ	Neigh Mod	Infl 1	%	Infl 2	%	Infl 3	%	Appraised Value	Alt Class	%	Spec Land	J Code	Fact	Use Value	Notes
935	PUBL SFTY		21780		SQUARE FE	SITE		0	6.25	3.57	MA	1.00	HIST							485,966						486,000	DEED RESEARCH REQU

Total AC/HA: 0.50000 | Total SF/SM: 21780 | Parcel LUC: 935 PUBL SFTY | Prime NB Desc: NEIGH1 | Total: 485,966 | Spl Credit | Total: 486,000

Property Record Card
FRONT SIDE

[1] ASSESSED VALUE

This section displays the property's total assessed value. For properties with multiple buildings, "Total Card" calculates the value for the corresponding card/building. "Total Parcel" calculates the combined value across all cards of the property. Typically, the appraised and assessed values are the same. However, in certain cases, such as agricultural land, the "Appraised Value" reflects the property's value before any applicable discounts.

[2] OWNERSHIP

The current ownership information detailed here reflects the department's last known property transfer recorded at the North Middlesex County Registry of Deeds. The Registry of Deeds is a repository of various land and property specific legal documentation including ownership transfers (deeds), property liens and subdivision plans. The Assessing department staff systematically reviews the recorded property transfers on a monthly basis. Any changes to property ownership are then entered to the assessor's database and reflected within this section.

[3] PREVIOUS ASSESSMENT

Displays the property's assessed valuations for previous 8 fiscal years.

[4] SALES INFORMATION

The information here lists the transactional history of the property in reverse order. Each entry includes the Grantor (seller), legal reference (book and page number), sale date, sale code and sale price. Each sale is vetted to determine its arms-length validity to be included within the valuation analysis. "Sale Code" column indicates the sale's validity. A letter in this column indicates the sale did not meet the criteria for an arms-length transaction and was excluded from assessed valuation analysis. Note: The historical sales documentation for a property may be incomplete. Refer to masslandrecords.com/middlesexnorth for all recorded deeds, if necessary.

[5] BUILDING PERMITS

The property's building permit history is detailed here including the permit date, permit number, cost of the permit work and a brief description of the work to be done. Note: This is not a comprehensive list of all building permits issued for the property. The building department maintains a comprehensive record for each property including permit history and for most properties, the original building plans. Building department records are publicly available via the Town of Carlisle website.

[6] ACTIVITY INFORMATION

Any inspection history or review of the property conducted by any member of the department staff or contracted property inspector. Inspections by the assessing department initiated for various reasons including building permits, a cyclical reinspection (once every 10 years), catastrophic damage (fire or flood damage) or an abatement application (property tax appeal).

[7] LAND SECTION

The Land Section details various information pertaining to all parcels of land. The standard information includes land use (such as single family, commercial, industrial, tax exempt, etc.), number of units (expressed in square feet or acres), unit price (expressed as either cost per square foot or cost per acre), land type (primary or excess) and the appraised value. Land valuation is based on local zoning bylaws and the site size minimums of the zone that the parcel is located within. The residential zoning districts in Carlisle include the General Residence District A, commonly known as Historic District, and General Residence District B. Most of the parcels of land within Carlisle are located within the General Residence District B zoning district which requires two acres of land and 250 feet of road frontage for a conforming lot. The first two acres of a parcel of land are considered the "Site" and valued on a cost per square foot basis. All additional land exceeding the two-acre minimum requirement, identified as "Excess" in the Land Type column, is valued on a cost per acre basis.

Various Influence factors affecting land value, although rare, are reflected in the "Infl" fields. Examples of some of the influences on land value include topography or access which may affect the value of the land.

EXTERIOR INFORMATION

Type:	108 - POLICE
Sty Ht:	1H - 1H
(Liv) Units:	1 Total: 1
Foundation:	1 - CONCRETE
Frame:	1 - WOOD
Prime Wall:	2 - CLAPBOARD
Sec Wall:	%
Roof Struct:	1 - GAB
Roof Cover:	1 - ASP
Color:	
View / Desir:	

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GENERAL INFORMATION

Grade:	B - GOOD
Year Blt:	1986
Alt LUC:	
Jurisdict:	
Const Mod:	
Lump Sum Adj:	

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INTERIOR INFORMATION

Avg Ht/FL:	STD
Prim Int Wall:	1 - DRYWALL
Sec Int Wall:	%
Partition:	T - TYPICAL
Prim Floors:	4 - CARPET
Sec Floors:	
Bsmnt Flr:	
Subfloor:	
Bsmnt Gar:	2
Electric:	2 - GOOD
Insulation:	1 - TYPICAL
Int vs Ext:	S
Heat Fuel:	1 - OIL
Heat Type:	1 - FORCED H/A
# Heat Sys:	1
% Heated:	100
% AC:	25
Solar HW:	NO
Central Vac:	NO
% Com Wall:	
% Sprinkled:	

9

BATH FEATURES

Full Bath:	2	Rating:	AVERAGE
A Bath:	0	Rating:	
3/4 Bath:	0	Rating:	
A 3QBth:	0	Rating:	
1/2 Bath:	2	Rating:	AVERAGE
A HBth:	0	Rating:	
OthrFix:	0	Rating:	

OTHER FEATURES

Kits:	0	Rating:	
A Kits:	0	Rating:	
Frpl:	0	Rating:	
WSFlue:	0	Rating:	

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CONDO INFORMATION

Location:	
Total Units:	
Floor:	
% Own:	
Name:	

DEPRECIATION

Phys Cond:	GD - Good	23. %
Functional:		%
Economic:		%
Special:		%
Override:		%
		4 %

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CALC SUMMARY

Basic $ / SQ:	180.00
Size Adj.:	0.95612800
Const Adj.:	1.00999999
Adj $ / SQ:	173.824
Other Features:	27098
Grade Factor:	1.30
NBHD Inf:	1.00000000
NBHD Mod:	
LUC Factor:	1.00
Adj Total:	1344398
Depreciation:	314589
Depreciated Total:	1029809

COMMENTS

Reconfigure & expand equipment room on the 2nd floor to accommodate new public safety radio equipment. - 8/2018.. CARLISLE POLICE STATION.

BACK

RESIDENTIAL GRID

1st Res Grid	Desc:										# Units	
Level	FY	LR	DR	D	K	FR	RR	BR	FB	HB	L	O
Other												
Upper												
Lvl 2												
Lvl 1												
Lower												

Totals RMs: BRs: Baths: 2 HB 2

REMODELING

Exterior:	
Interior:	
Additions:	
Kitchen:	
Baths:	
Plumbing:	
Electric:	
Heating:	
General:	

RES BREAKDOWN

No Unit	RMS	BRS	FL
Totals			

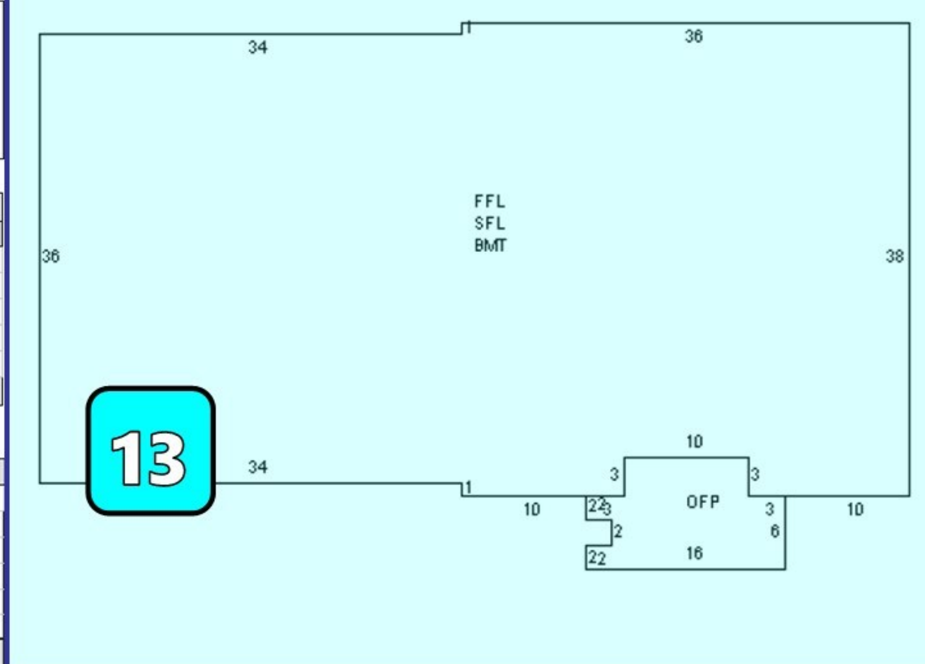
COMPARABLE SALES

Rate	Parcel ID	Typ	Date	Sale Price

WtAv$/SQ:		AvRate:		Ind.Val	

Juris. Factor:		Before Depr:	225.97
Special Features:	0	Val/Su Net:	131.89
Final Total:	1029800	Val/Su SzAd	200.98

SKETCH



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SUB AREA

Code	Description	Area - SQ	Rate - AV	Undepr Value
BMT	BASEMENT	2,562	43.460	111,334
FFL	1ST FLOOR	2,562	173.820	445,337
SFL	2ND FLOOR	2,562	173.820	445,337
OFP	OPEN PORCH	122	41.350	5,045

Net Sketched Area: 7,808 Total: 1,007,053

Size Ad 5124 Gross Are 7808 FinArea 5124

SUB AREA DETAIL

Sub Area	% Usbl	Descrip	% Type	Qu	# Ten

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IMAGE

AssessPro Patriot Properties, Inc

MOBILE HOME Make: Model: Serial #: Year: Color:

SPEC FEATURES/YARD ITEMS

PARCEL ID 22-31-0

Code	Description	A	Y/S	Qty	Size/Dim	Qual	Con	Year	Unit Price	D/S	Dep	LUC	Fact	NB Fa	Appr Value	JCod	JFact	Juris. Value

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More: N Total Yard Items: Total Special Featues: Total:

Property Record Card
REAR SIDE

The rear page of the property record card displays the details of the permanent structure(s) on the parcel. In most cases in Carlisle, this is the single-family dwelling. The primary sections of information include exterior and interior information, bath features, depreciation, sketch, sub area detail and special features / yard items.

[8] EXTERIOR INFORMATION

The Exterior Information section provides the details of features which are visible from the street view. These features include, building type, story height, legal dwelling units, roof structure as well as the materials utilized for the foundation, framing, exterior wall, and roof. For more information regarding building style classifications, see page 17.

[9] INTERIOR INFORMATION

The Interior Information section provides both quantitative and descriptive information regarding the interior improvements to the structure. The data recorded here includes the materials used for interior walls and flooring, heat type, fuel type, central air conditioning (as a percentage), basement level garage spaces, electrical service and insulation. The descriptive data fields provide insight to the quality and effective age of the structure.

[10] BATH AND OTHER FEATURES

This section identifies the total number of bathrooms, additional bathroom fixtures, kitchens, fireplaces and wood stove flues. The descriptive ratings for those improvements range from Dilapidated to Superb in consideration of the quality of materials utilized, condition and its size in comparison to the market standard. For more information regarding kitchen ratings, see page 43.

[11] GENERAL INFORMATION

The General Information section's information is limited yet important. The grade field is an evaluation of a structure's overall quality. Expressed as a letter grade, this field is an overall evaluation of the structure utilizing information from the following sources: Property inspections conducted by a department staff member or contracted third-party; Building Department records including both original building plans and all subsequent permits; Third-party resources such as real estate agents and the Multiple Listing Service. For more information regarding building grades, see page 26.

[12] DEPRECIATION

This section details the various forms of depreciation and its measurement. The types of depreciation include physical, functional, economic and special. Physical depreciation is the accumulated loss in value of all physical components of the physical structure. With ratings ranging from Dilapidated to Excellent, these ratings are relative to the actual age of construction. All properties, including newly constructed homes, begin with AV – Average rating and physical depreciation increases as the structure ages. As homes experience capital improvements the total accrued Physical depreciation will change. The replacement of kitchens, bathrooms, windows, siding or heating system all represent capital improvements that decrease the accrued physical depreciation of the property. For more information regarding physical depreciation, see page 24.

Functional depreciation is the obsolescence of the structure that impacts its market value. Unlike physical depreciation, functional depreciation is often far more of a financial burden to fix or cure. This type of obsolescence is most often a floor plan layout or structural feature which detracts from its market value. Functional obsolescence can be either curable or incurable. Curable obsolescence refers to issues that can be fixed or updated, such as renovating an outdated kitchen layout. Incurable obsolescence, on the other hand, involves flaws that are not easily remedied, like a poor layout that cannot be changed without significant reconstruction.

Economic depreciation is a form of depreciation associated with income producing commercial or industrial structures. The application of this form of depreciation is utilized when the income generated from the rental of the structure is reduced. Gross Income, a vital component to the income approach to valuation, is suppressed due to a market deficiency of the structure itself. This form of depreciation is not utilized for residential property valuation in markets where the rental of the property is atypical and the income approach is not a reliable approach to value.

Property Record Card
REAR SIDE (cont.)

[13] SKETCH

The sketch is a "birds-eye view" diagram of the exterior dimensions of the structure and its permanently attached improvements. Examples of these areas included finished, heated living area as well as other unfinished improvements such as porches, decks and patios. The various areas within the sketch are automatically calculated into a total square footage individually. The different areas may be identified by three-letter codes that are further described in the "Sub-Area" section (see below). In rare cases or certain property types, a sketch will not be present, and the square footage of each sub area will be individually entered for valuation purposes. This is common and typical for condominium style properties where interior building dimensions are utilized. These area calculations are stated within the Master Deed and, often times, within unit sketches for the different condominium's structures. For more information, see page 42.

[14] SUB-AREA AND SUB AREA DETAIL

The calculated area within the "Sketch" section of the property record card will automatically populate the "Sub Area" fields. The upper fields include code, description, area (calculated), Rate – AV and Undepreciated value. The lower fields include Gross Area and Finished Area. Finished Area includes those areas that meet the finished living criteria.

Finished living area calculation includes:

1) Fully above grade area that are both finished and heated.

2) Finished heated living area in areas that are either partially or fully below grade (BMT or LLV). The finished area will include a percentage of either of these two sub areas within the "Sub Area Detail" section.

[15] SPEC FEATURES/YARD ITEMS

This section lists all special features and/or yard items which contribute to the property's value. Special Features, including passenger elevators and indoor pools, are located within the primary dwelling and contribute towards the Building Value. Yard Items include any outbuildings, detached structures, or exterior improvements and contribute towards the Yard Item Value. Some examples of these are outdoor pools, detached garages, barns, tennis courts and sheds. Each item's identifying characteristics include a description, age, size (sq / ft) or quantity, quality and condition. The assessed value of each yard item / special feature reflects its market value contribution to the property. The Unit Price is calculated utilizing either a cost per square foot or a fixed unit-in-place value. For outbuildings, the "Year" field is the year the structure was initially constructed. Extra features, such as passenger elevators, are assumed to be the same as the primary structure unless otherwise noted. Please note that there are likely significant differences in the cost to construct and contributory value of the items detailed within this section. For more information, see page 35.

[3.2] Residential Building Styles

This section will highlight the six primary building styles in Carlisle for classification purposes.

Building Style	Parcel Count	Percent of Single-Family (101) Class
Colonial	822	46%
Contemporary	344	20%
Deck House	193	11%
Cape	166	9.5%
Split Entry	105	6%
Ranch	107	6%
*Other Building Styles**	*28*	*1.5%*
Total Single Family (101) Class	**1765**	***100%***

*Includes Estates, Bungalows, etc.

NOTE on Building Styles: The classification of building styles is intended to identify and segregate sales data into sub groups to identify trends which may indicate where market-based adjustments are required. It is not intended to highlight architectural similarities. Most homes will deviate from the general descriptions in one or more ways due to differences in date of original construction and/or later improvements.

COLONIAL

Traditional or untraditional design, center entrances are common. At least two stories with kitchen, dining and living room on the first floor.

May also include a second-floor overhang. Includes Garrison and Gambrel sub-styles.

Source: MLS

Source: Street View

CONTEMPORARY

Constructed post WWII, characterized by open planning, horizontal lines, simple details. A modern look often incorporating angles and circles into the design.

Includes mid-century modern sub style.

DECK HOUSE

Usually split entry style, designed by Deck House Inc., post and beam construction with cedar siding and 2-inch upper-level overhangs. Exposed beams underneath the roof eave are common. Mostly constructed in the 70’s and 80’s, although there are some newer.

Source: Street View

Source: MLS

CAPE

Simple lines, high roof ridge often supplemented with single and shed dormers. Usually 1 ½ to 1 ¾ stories.

Source: Street View

Source: Street View

SPLIT ENTRY

The main entry is commonly located between the first floor and lower level. The lower level sits on or below ground level. The kitchen is typically located on the second-floor a/k/a upper level.

Includes raised ranch sub-style.

Source: Street View

Source: MLS

RANCH

Rambling 1-story building, often with the ridgeline parallel to the street. Generally built post-WWII. May be built on a slab or with basement below grade. The roof pitch is low.

[3.3] Building Condition Codes

Physical depreciation refers to the decrease in a property's value due to the deterioration of its components. This includes both the exterior parts (such as roof, siding, and windows) and the interior parts (such as the kitchen, bathrooms, and heating system).

The percentage of physical depreciation applied to a building depends on its age and specific depreciation code. As a building gets older, its total physical depreciation increases because the useful life of its components decreases.

The building condition code is a judgment of the total physical depreciation by considering the building's age, maintenance, and any capital improvements since the date of initial construction. Newer homes have minimal physical depreciation and are considered to be in average condition. As buildings age, their depreciation percentage increases until capital improvements are made. After these improvements, the depreciation code is adjusted to reflect the reduced physical depreciation.

CODE	CONDITION
EX	EXCELLENT
VG	VERY GOOD
GV	GOOD — VERY GOOD
GD	GOOD
AG	AVERAGE — GOOD
AV	AVERAGE
FA	FAIR — AVERAGE
FR	FAIR
PR	POOR
VP	VERY POOR
DL	DILAPIDATED

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[3.4] Building Grades

The building value is a function of the various characteristics including total gross living area, condition and quality. The GRADE field is an evaluation of the overall quality of the building based on its various features and the components utilized in its construction and assembly. These components include both the building materials (both exterior and interior) and labor required to construct the home's various architectural features.

CODE	DESCRIPTION
AA, AA+	SUPERB
A-, A, A+	VERY GOOD / EXCELLENT
B-, B, B+	GOOD
C-, C, C+	AVERAGE
D-, D, D+	POOR / FAIR
E	VERY POOR

Building Grades (cont.)

The grade of a property is typically assigned at the date of its initial construction. All grades, with the exception to AA, may be positively or negatively adjusted utilizing a positive (+) or negative (-) sign. These adjustments are made to properties that have either an abundance or deficient number of qualitative features that separate themselves from those buildings without these fractional adjustments. However, these differences are not significant enough to warrant a full grade adjustment either upward or downward.

While the initial building grade is unlikely to change, there are some circumstances that may require a grade revision. Additions or other significant renovations of a building are the most common reasons. Significant additions to the original building, completed many years after its initial construction, may justify an increase in the grade. These additions must use modern building materials to comply with updated building code standards and incorporate modern finishes and features that reflect the market trends of that time. Extensive renovation work that involves the replacement of various long-lived capital items may also require the revision of a building's grade. This scenario is often associated with an older home that has a significant level of deferred maintenance and is then sold to new owners. The new owner then commits significant capital investments to completely renovate the home according to the current building code and using modern building materials.

GRADE C — AVERAGE

The construction quality of homes of this grade is AVERAGE quality. These homes were typical homes built during and after the post-World War II construction boom and the decades following. The materials utilized would be of average quality for that era but below average by current market standards. Exterior and interior components met or just slightly exceeded the minimum functional requirement of their intended purpose and were constructed utilizing the standard tradesman of that time. Interior and exterior materials, including most millwork, hardware and plumbing fixtures, were the "stock" (market standard) components of this period. Exterior features also utilized the standard building materials at the time with limited ornamentation. Buildings of this grade typically exhibit varying degrees of physical depreciation or functional obsolescence increasing the likelihood of demolition and redevelopment at some time in the future.

Source: MLS

Source: MLS

GRADE B — GOOD

Building construction quality within this grade is of GOOD quality. The quality of materials utilized in framing and/or finished millwork is above average and superior to the builder's grade materials at the time of its initial construction. Common architectural features include cathedral ceilings, built-ins, arched doorways and select finished living areas with various moldings/millwork. The kitchen cabinetry, bathroom vanities and the fixtures within are of good quality with some semi-custom cabinetry. The exterior building components, such as siding, windows and exterior moldings, as well as their fenestration exceeds market standards with the potential for select features to significantly exceed market standards in terms of architectural complexity or materials utilized. Initially constructed with quality heating/cooling mechanical and electric systems, buildings of this quality are likely to have replaced those with modern, energy efficient equivalents. Exterior/unheated living areas, such porches, decks and patios, are common but do not significantly exceed the market standard in terms of size and quality.


Source: MLS


Source: MLS

GRADE A — VERY GOOD / EXCELLENT

Building construction quality within this grade is designed and constructed with highly attractive interior and exterior features. The exterior features reflect complex architectural design, framing and finishes as reflected in the fenestration and ornamentation. Superior windows and doors, made by high-end manufacturers, are often oversized and customized in terms of size and shape. Exterior materials are at or near the highest end in terms of both material cost and the necessary skilled labor necessary during the construction process. Exterior features are likely to include multiple entrances with porches and/or porticos, enclosed porches and decks and extensive masonry hardscaping.

Interior features are also likely to include kitchens of significant size with extensive custom cabinetry with quality countertops and high-end appliances and may include a butler's pantry. Bathrooms are constructed with quality materials throughout including flooring, vanities and fixtures. The master bathroom is usually significant in size while incorporating tasteful architectural design in terms of its layout, fixture placement and distinctive windows. Extensive use of accent moldings and pillars is common as is the use of quality flooring materials throughout the first and second floors. These homes often have a finished third floor walkup attic and large walk-out finished basements utilizing materials equivalent to those throughout the above grade living areas. Multiple quality high-end mechanical systems are utilized for the heating/cooling and are likely to have air-filtration systems and electrical service capacity that exceeding 200 amps due to both the building square footage and other exterior amenities.

Exterior detached features are very common for homes in category including additional garages, barns, inground pools and swim spas. Those homes that were constructed after the implementation of energy efficiency building codes incorporate these materials and mechanical systems throughout.

GRADE A — VERY GOOD / EXCELLENT (cont.)

GRADE AA — SUPERB / LUXURY

Building construction quality within this grade is designed and constructed with highly attractive interior and exterior features. Homes within this grade are custom designed and built by highly sought after architects and builders with impeccable credentials and select clientele. Most often built on lots that significantly exceed the average, the building's location on the site is carefully selected during the design and build process to further accentuate the building's exterior appeal and to maximize the lots privacy and desirable natural features (i.e. views, water features). Construction of these homes often takes two years with some exceeding the average depending on the required site work, building size, outbuildings and sourcing of materials utilized during construction.

The exterior architectural features utilize a variety of high-quality materials, extensive exterior trim work. Custom windows and doors of the highest quality and features are likely incorporated throughout the exterior with both placement and utility considered throughout the design process. Exterior features are likely to include multiple entrances with porches and/or porticos, enclosed porches and decks and extensive masonry hardscaping constructed with high-end quality materials utilizing skilled craftsman. Oversized brick paver or masonry style driveways with multiple access points to enter or exit the property may also be present. Heated and oversized attached garages with three or more vehicles are standard. Additional vehicle storage within detached garages or barns likely as well. The interior of the home exhibits the highest levels detailed ornamentation throughout.

Interior features include kitchens of significant size with extensive custom cabinetry with quality countertops and commercial grade appliances and a butler's pantry. Bathrooms are constructed with quality materials throughout including flooring, vanities and fixtures. The master bathroom is significant in size while incorporating complex architectural features incorporated within its layout, fixture placement and distinctive windows. Extensive use of coffered ceilings, wainscotting accent moldings, bridle staircases and pillars are common. Unique, one of a kind features such as oversized commercial lighting fixtures, repurposed antique built-ins and reclaimed wood species of uncommon width may be present. These homes often have a finished third floor walkup attic and large walk-out finished basements utilizing materials equivalent to those throughout the above grade living areas. Finished lower-level walk-out basements may include commercial grade media rooms, second kitchens and large temperature-controlled wine cellars.

GRADE AA — SUPERB / LUXURY (cont.)

In-law apartments or guest suites, incorporated within the primary building structure or within a detached outbuilding, are also likely to be present. Exterior detached structures are likely for homes in category including additional heated garages and barns with heated, finished living area for home office or hobby purposes. Inground pools with spas and large pool-side outbuildings for entertainment purposes are common as well. The numerous mechanical systems required for these homes are commercial grade due to the typical size of homes within this grade. Electrical service needs that exceed residential building code requirements are often necessary as well.


Source: MLS


Source: MLS

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[3.5] Special Features and Yard Items

Special Features – typically are additional, or custom, features within a primary structure. The year is assumed to be the same as the Effective Year Built, unless otherwise confirmed by the building department. The associated value is included in the Building Value.

Yard Items – typically are detached structures or outbuildings that are within a parcel. The year is associated with the year which the structure was built. The associated value is included in the Yard Item value. Note: detached structures which are significantly improved beyond the typical of a similar building type are assigned a separate building card on the parcel and is added to the Building Value.

Partial List of Special Features and Yard Items

CODE	DESCRIPTION
17	CABIN
15	SHOP
16	SHOP/LFT
57	STUDIO
3	GARAGE
4	GARAGE/L
31	BARN
32	BARN/LFT
37	STABLE
101	POOL HS
11	POOL I-V
12	POOL I-G
7	POOL AG
97	HOT TUB
96	GUNITE SPA
103	SWIM SPA

Yard Items — Detached Structures

 Source: Google	**CABIN** - Older detached structure - Limited or primitive finish - No conventional heating system
 Source: Google  Source: Google	**SHOP** - Limited, or non-existent, interior finish - Has electrical service - Conducive with the use or storage of power tools, machinery or other equipment for personal / non-commercial use. - May be heated **SHOP/LFT** - Same as above - Additional ½ or ¾ story with walk-up access
 Source: MLS  Source: MLS	**STUDIO** - Single-story structure with finished interior including ceiling, walls and flooring - Has electrical service and conventional heating system - May have water and sewer connections - Typical uses include home office or recreational purposes

Yard Items — Detached Structures (cont.)


Source: Google

GARAGE
- Limited, or non-existent interior finish
- May have electrical service
- Primarily used for the storage of motor vehicles and other large machinery.


Source: Google

GARAGE/L
- Same as above
- Additional ½ to full story with walk-up access above.
- Lofted area above is unfinished with the possibility of conversion to living area


Source: Google

BARN
- Limited, or non-existent interior finish
- May have electrical service
- Primarily used for the storage of farm equipment, machinery or animals

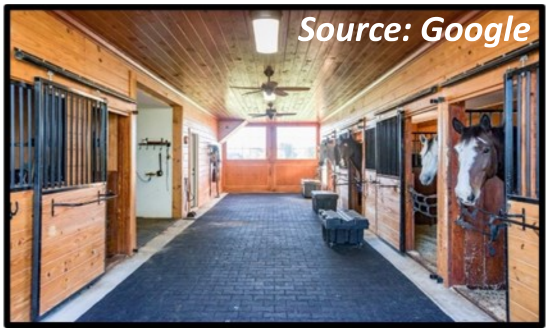

Source: Google

BARN/LFT
- Same as above
- Additional ½ to full story with walk-up access above.
- Level of finish for lofted area may vary from storage room to in-law suite.


Source: Google

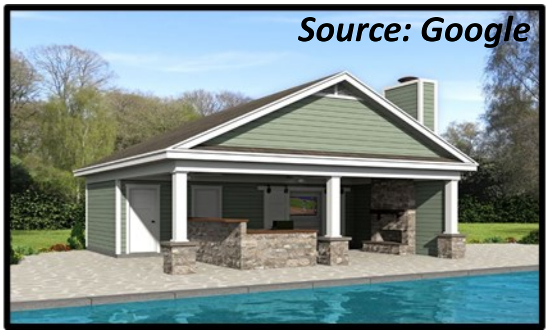
BANK BARN
- Two-story barn, commonly built upon a hill or embankment

Yard Items — Detached Structures (cont.)



STABLE

- Similar to a barn
- Includes stalls, tack room, and other features necessary to the caring of horses



POOL HOUSE

- Detached structure within a pool area
- Level of finish varies from storage room for pool equipment to luxurious lounge and recreation area

Yard Items — Pools & Spas

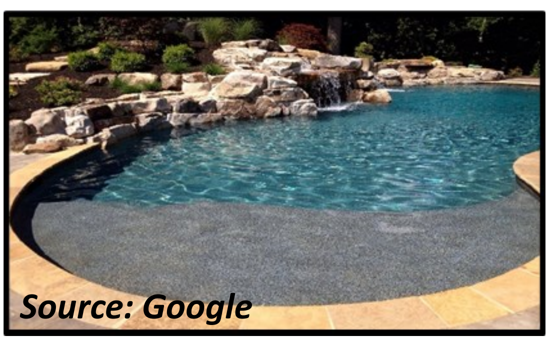
Source: Google

Source: Google

POOL I-V

- In-ground pool with vinyl liner
- Commonly a rectangular shape

Source: Google



Source: Google

POOL I-G

- In-ground pool built with concrete or gunite composite mix.
- Irregular or custom shapes are common
- Additional features may include heater, gunite spa, custom hardscaping

Yard Items — Pools & Spas (cont.)

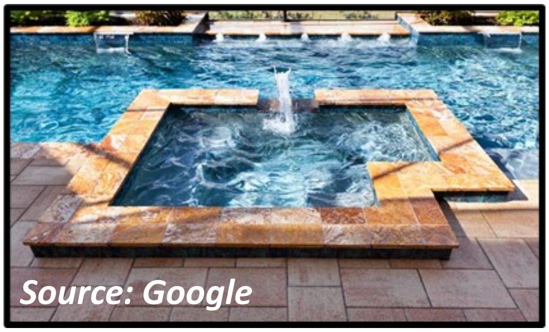
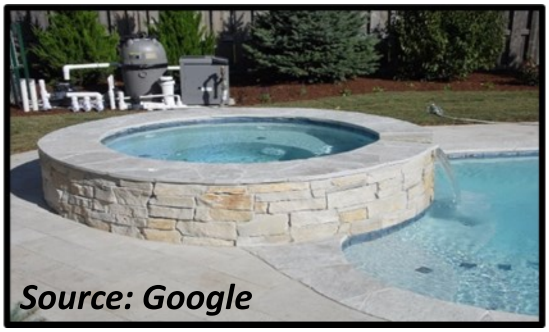
POOL AG

- Above ground pre-fab pool
- May have a wood deck surrounding the pool

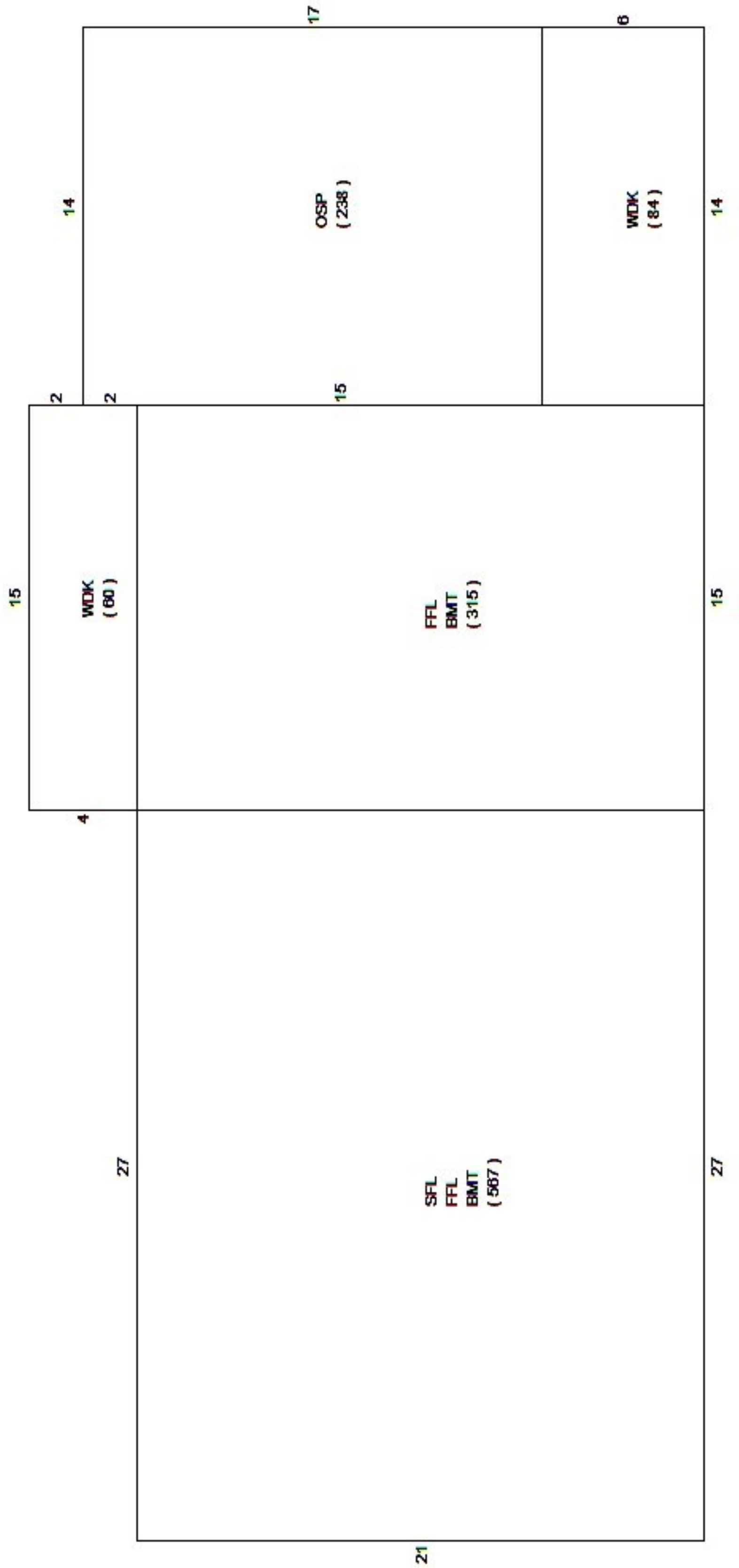
HOT TUB

- Freestanding spa
- Typically fiberglass or acrylic
- Either indoor (special feature) or outdoor (yard item).

Yard Items — Pools & Spas (cont.)

 Source: Google  Source: Google	**GUNITE SPA** - Attached or adjacent to inground gunite pool.
 Source: Google  Source: Google  Source: Google	**SWIM SPA** - Includes exercise spas and plunge pools - Can be freestanding, placed on a deck/porch, or built with a deck wrapped around.

[3.6] SKETCH AND SUB-AREAS



Each part of a structure is identified in the sketch. The different areas are identified by codes which are further described in the table below.

Each number in parenthesis displays the calculated area for the section. Below the sketch on the property record card will include the total sketched area, gross area and total finished area (see section 14 of the PRC).

Code	**Description**
FFL	First Floor
SFL	Second Floor
TFL	Third Floor
LFT	Loft
CFL	Cathedral
WDK	Deck
ATC	Attic, finished
CPT	Carport
EFP	Porch, enclosed
GAR	Garage
HST	Finished ½ story
OFP	Porch, open
TQS	Finished ¾ story
OSP	Porch, screened
PAT	Patio
GRN	Greenhouse
LLV	Walkout lower level
UAT	Attic, unfinished
BMT	Basement
STG	Utility, storage

[3.7] KITCHEN RATINGS

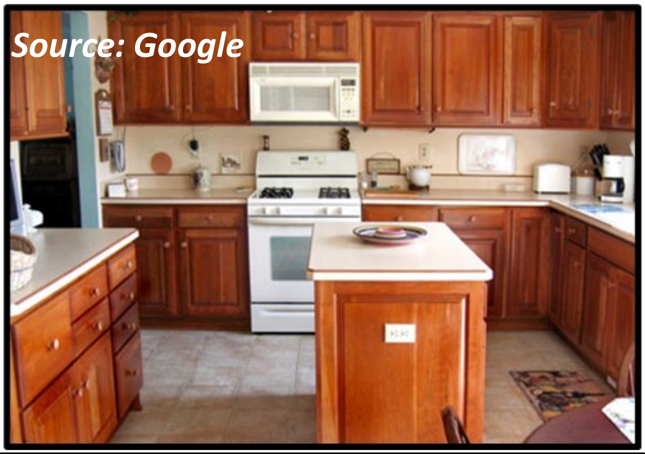
- A kitchen's rating is a cumulative judgment based on its individual features and characteristics.

- This section will highlight some examples of characteristics that are commonly found within each rating category.

- The Assessor's reserve the right to deviate from these examples.

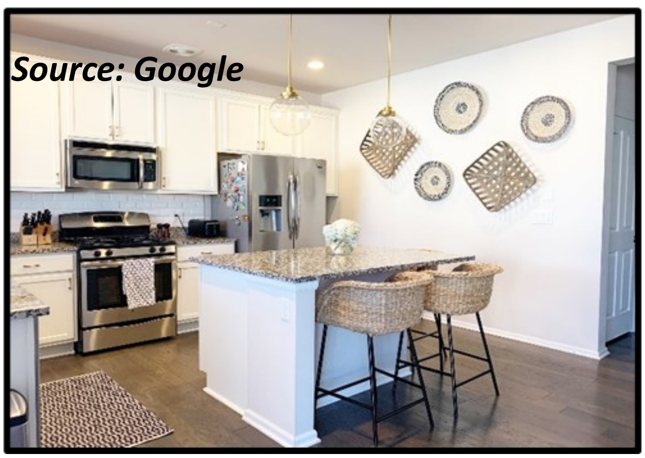
- **Note:** The accuracy of the rating can only be as good as the most recent interior inspection conducted by the department. No change in rating will be made without a complete inspection of the property.

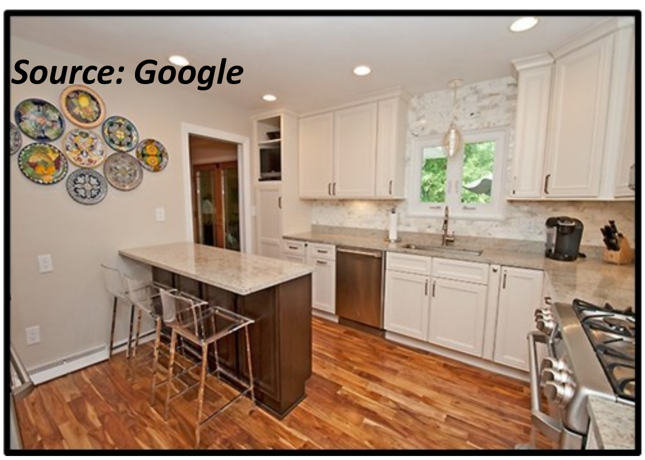
KITCHEN RATINGS



AVERAGE

- Small or standard size with respect to the building layout
- Builders' grade or stock cabinetry
- No island, or small island with limited utility
- Laminate countertops, or older stone
- Generic-brand or standard name-brand appliances





GOOD

- Typically small to standard in size
- Granite or Marble countertops
- Quality stock cabinetry
- May have a small breakfast island or peninsula
- May have been updated recently
- Stainless Steel appliances, typically name brand

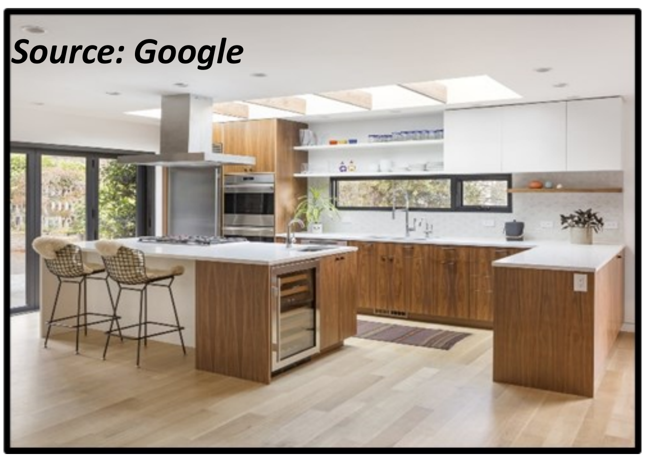
KITCHEN RATINGS


Source: Google


Source: Google

VERY GOOD

- Typically standard to large in size.
- Quality stock or semi-custom cabinetry
- May have a center island.
- Quality countertops include granite, marble, or butcher block.
- May have stainless steel quality name-brand or high end appliances (Thermador, Wolf, Sub-Zero).


Source: Google


Source: Google

EXCELLENT

- Large in size
- Ample semi-custom or custom cabinetry
- Large island, may include prep sink or cooking range
- High end appliances
- May include butler's pantry

KITCHEN RATINGS

SUPERLATIVE

- Large kitchen which boasts a blend of elegance, functionality and cutting-edge technology
- Ample oversized custom cabinetry often exhibiting quality millwork and fenestration details of various materials.
- Premium countertops
- Professional grade appliances, including double ovens, built-in refrigerators, wine coolers.
- Other features often present include butler's pantry and prep sinks.

- **Note on Below Average kitchens:** While the vast majority of homes feature a kitchen of at least Average rating, in rare cases may a kitchen be rated "Dilapidated", "Poor", or "Fair".
- These ratings are reserved for kitchens that are in disrepair, lack finish, or severely outdated and have reached or nearing the end of their economic life.

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[4] FREQUENTLY ASKED QUESTIONS

WHAT IS THE VALUATION CRITERIA?

The DOR requires communities to value all property each year. Every fifth year is a complete re-certification. Both a re-certification and an interim year adjustment (the four years in between the 5-year re-certification) include a detailed analysis of the appropriate sales data as a basis for adjusting the property values. The goal is to keep the values as close as possible to 100% of market value and avoid an excessive swing in the assessments in one year. A re-certification year includes intense examination by the DOR of all the community's assessment policies and procedures. FY26 will be the next complete re-certification year for Carlisle. The next four years will be interim adjustment years.

WHY AREN'T PROPERTY VALUATIONS ADJUSTED UNIFORMLY?

The characteristics of your property will determine how the adjustments to the factors will affect your valuation. Items such as location, style, size, quality of construction, age, condition of the house, and lot size of the properties that were sold in the previous year are analyzed to derive multipliers which are then applied to all properties town wide. The relative importance of these characteristics in the marketplace determines whether an owner's valuation changes.

A field review is done to check the application of these characteristics for consistency and uniformity. Properties with renovations or new construction between July 1 and June 30 will usually show an increase in their valuation for the following fiscal year.

WHEN MY NEIGHBOR'S HOUSE SELLS, WILL THEIR PRICE DETERMINE MY ASSESSMENT?

A single sale does not establish the market value of all properties in that area. It is only by examining all the arms-length sales that the Assessor can begin to discern the characteristics of the market. If the sale of your neighbor's property is an arms-length sale, and if it occurred in the appropriate year, it will be included in the analysis of all sales town-wide and will be part of the data that determines the multipliers to be used to arrive at the new valuations.

FREQUENTLY ASKED QUESTIONS

WHAT HAPPENS IF I DISAGREE WITH MY ASSESSED VALUE?

If you disagree with your assessed value, after receiving your third-quarter tax bill, you may file an abatement application with the Board of Assessors. By law all abatement applications must be received in the Assessing Office no later than the third-quarter payment due date, February 1, or postmarked by that same date. Applications received after that date or postmarked later than February 1, cannot, by law, be considered by the Board of Assessors. Abatement application forms are available on the Town's website or at our office located in Town Hall.

DO I HAVE TO LET THE ASSESSORS INTO MY HOUSE?

A request to inspect by the department is made to ensure the accuracy of the property record card. You have the right to refuse entry to the assessors. However if access is denied, property owners forfeit the consideration of an appeal during the abatement process. The Board of Assessor's policy mandates a full inspection of a property prior to the reconsideration of value.

I HAVE A LARGE AMOUNT OF EXCESS ACREAGE ON MY PROPERTY, HOW IS MY LAND ASSESSED IN CARLISLE?

Most of the parcels of land within Carlisle require two or four acres to comply with zoning bylaws. The first two acres of a parcel of land are considered the "Site" and valued on a cost per square foot basis. All additional land exceeding the two-acre minimum requirement is considered as "Excess Acreage" and valued on a cost per acre basis. Nearly all buildable lots, vacant or improved, are assessed between $500,000 and $600,000, with some premium assigned to desirable locations and neighborhoods. Discounted values are likely attributable to undersized lots or those subject to deed or land use restrictions.

Statutory programs are available to landowners with at least five contiguous acres who are committed to keeping their property in agricultural, recreational, or forestry use. These programs can reduce the assessed value of your land if certain criteria are met. Please contact the Assessor's Office to inquire about eligibility for the Chapter 61 programs.

[5] HELPFUL LINKS

Assessor's Department Webpage

https://carlislema.gov/162/Assessors

Online Property Record Cards, Updated annually on January 1

https://webpro.patriotproperties.com/carlisle/default.asp

Middlesex North Registry of Deeds

https://www.masslandrecords.com/MiddlesexNorth/

AxisGIS — Online GIS Town Map

https://next.axisgis.com/CarlisleMA#

MA DLS Certification Standards

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

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