



# NEW HAMPSHIRE ASSOCIATION OF ASSESSING OFFICIALS

IAAO AFFILIATED

## CERTIFIED NEW HAMPSHIRE ASSESSOR APPLICATION FOR CERTIFICATION



Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Title: \_\_\_\_\_

Home Address Street: \_\_\_\_\_  
City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (If different) Street: \_\_\_\_\_  
City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Home: \_\_\_\_\_ Business: \_\_\_\_\_

Email Home: \_\_\_\_\_ Business: \_\_\_\_\_

Name: \_\_\_\_\_

Employer Street: \_\_\_\_\_  
City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

What is your membership with NHAEO (check one):

Regular \_\_\_ Associate \_\_\_ Affiliate \_\_\_ Municipal \_\_\_ State \_\_\_

### Agreement of the Applicant

I, the undersigned, do hereby apply for certification with the New Hampshire Association of Assessing Officials. In making this application, I hereby agree and bind myself to the following:

1. On \_\_\_\_\_ the Commissioner of the Department of Revenue Administration approved my application as a DRA Certified Property Assessor in accordance with the provisions of RSA 21-J, VI and the administrative rules promulgated there under. This approval shall be strictly limited to appraisal for tax purposes in the State of New Hampshire and shall not be construed as an attest to my certification as a Certified New Hampshire Assessor.
2. I agree to pay the application fee of \$100.00, as required, before taking the examination.
3. I agree that any certificate and professional designation issued to me, shall at all times remain the property of the Association, to be held by me in trust, and will be returned to the Association upon request, by majority vote of the Certification Committee.

4. I understand and agree to the education requirements for recertification, which are fifty (50) hours of continuing education per 5 years, and I understand it will be my responsibility to supply the Association with written documentation of credit hours. I also understand that failure to meet this requirement could result in loss of my certification and that recertification is at the discretion of the Certification Committee.
5. I understand and agree to the Recertification Maintenance fee of \$25.00, which is due prior to issuance of the recertification Date Seal.
6. I must remain a regular or associate member of the NHA AO in good standing, and remain DRA certified, with annual dues current and as such I agree to abide by the Code of Ethics of the IAAO and the by-laws of the NHA AO and the laws of the State of New Hampshire.
7. I have attached to my application the required documentation for completed courses and work experience as listed below:
  - a. IAAO Course 101 and 102, or the equivalent (see Asb 301.01)
  - b. One of the IAAO Mass Appraisal 300 courses
  - c. IAAO Course 400
  - d. IAAO Course 452
  - e. Copy of successful completion of the NHA AO/DRA State Statute Course
  - f. Copy of successful completion of the USPAP Course, in the past five (5) years
  - g. Copy of your approval by DRA as a Certified Property Assessor
  - h. At least four (4) years full time experience in the appraisal, as defined by USPAP, of various types of real estate – one (1) of which will be experience in the assessing function; i.e., abatements, accurately measuring and listing properties for building permits, or sales, cyclical inspection program, working with exemptions, credits, timber cuts, excavation permits, and current use.
  - i. Copy of Resume.

**Signature and date required**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The date, time and place of the examination will be announced at a later date.

Please make checks payable to the New Hampshire Association of Assessing Officials. Send completed applications with check to:

*New Hampshire Association of Assessing Officials  
c/o James Commerford  
41 Main Street  
Meredith, NH 03253*

The Certification Committee will be using your listed mailing address for any mailings. Please notify the Certification Committee of any changes in your address, phone number or place of employment.