



Avitar Associates of New England, Inc.

Municipal Services Company

Avitar Assessing Internet Kiosk Data Configuration Options Request/Release

Avitar Associates provides software and services to municipalities throughout the State of New Hampshire. The Assessing Internet Kiosk is an Avitar service that provides online Internet hosting for municipal assessing data. This document is designed to:

1. Summarize the background and capabilities of the Avitar Assessing Internet Kiosk web site.
2. Review and define the options the municipality has for having Avitar make data from the municipality's Avitar Assessing system available on the Assessing Internet Kiosk web site.
3. Enable the municipality to request changes to the configuration of its assessment data on the Assessing Internet Kiosk web site.

Municipalities wishing to make changes to the existing configurations (e.g. display complete owner address, suppress an individual parcel from appearing, etc.) of assessment data available on the Assessing Internet Kiosk web site can use the Data Configuration Worksheet area at the end of this document to indicate those changes to Avitar.

Assessing Internet Kiosk Background:

Avitar originally developed its Assessing Internet Kiosk web site (data.avitarassociates.com) in 2003, at the request of numerous client municipalities that were seeking to make assessment data available on the Internet to taxpayers, realtors, banks, and others with the goal of limiting the time spent by municipal staff responding to phone and in-person inquiries for Assessment Cards. Avitar developed the web site at Avitar's own expense and hosted it on Avitar's own web servers to limit the technical configuration hassles presented by trying to host it within disparate municipal online environments.

Avitar originally conceived of the web site as an additional service which individual municipalities could opt to provide at an additional expense (ranging from several hundred to a few thousand dollars per year). However, at the time, few if any of the municipalities that had originally requested the service were in a position to subsidize the cost of the web site. So Avitar revisited its original business model for the web site and chose to implement a subscription-based "freemium" pricing structure to support the web site in which those to whom the data and convenient, one-stop access to it was most valuable – i.e. appraisers, banks, realtors, mortgage companies, certain taxpayers, etc. – would support the bulk of the costs associated with maintaining the web site by purchasing subscriptions. Additionally, other users could access limited parcel information as an anonymous guest visitor without a subscription (i.e. the "free" part of the "freemium" pricing model). Lastly, municipalities that did want to make their complete assessing database available online to anyone, regardless of subscription, could choose to pay for the service.

Currently, Avitar hosts the web site on its own web servers and consolidates assessment data for a significant portion of the State of New Hampshire in a single online location. Avitar devotes considerable resources each year to pay for the web servers, to assemble and process copies of databases for use online, to ensure consistency with system data by implementing new functionalities and displays for new attributes that are added to the Avitar Assessing system, and to support online users and subscribers.

Each year, the Avitar Assessing Internet Kiosk web site:

- Maintains assessment data for more than 100 New Hampshire municipalities.
- Hosts more than 100,000 users – both anonymous guests and subscribers.
- Supports more than 250,000 unique visits.
- Displays more than 1,000,000 individual page views.

Data Configuration Options Worksheet:

Please use the areas below to indicate any changes you are requesting that Avitar make to the availability – either globally or to specific parcel(s) – of municipal data on the Avitar Assessing Internet Kiosk web site.

Data Configuration Option #1: Municipal Database Global Availability

The municipality has three choices for how Avitar configures its assessment data on the Avitar Assessing Internet Kiosk web site. Two of the choices can be indicated below and the third requires additional pricing and paperwork:

1. Suppressed Configuration: The municipality can choose that Avitar not make a copy of its assessment data available online, even though data can be made available on the web site *at no expense to the municipality*.
 - No access for any online visitor – anonymous guest visitors or subscribers.
2. Limited Configuration: The municipality can choose to have Avitar – *at no expense to the municipality* – make a copy of its assessment data available online:
 - Limited access (i.e. parcel owner name; parcel location; parcel acreage; building, land, feature, and total assessment) for anonymous guest visitors.
 - Complete access (i.e. detailed assessment card information) for users who wish to purchase a subscription from Avitar.
3. Expanded Configuration: The municipality can choose to have Avitar – *at the municipality's expense* – make a copy of its assessment data available online. This option requires an additional annual agreement and is only summarized here for completeness. Details and pricing for this option provided upon request.
 - Complete access (i.e. detailed assessment card information) for any online visitor – anonymous guest visitors and subscribers alike – *without the need for any user to purchase a subscription*.

Option #1:

Please indicate with a check mark (✓) below next to the corresponding choice whether the municipality wishes to make its assessment data available online:

_____ Suppressed Configuration: The municipality wishes to have Avitar **remove and/or suppress its assessment data from the Assessing Internet Kiosk web site**, even though data can be made available on the web site *at no expense to the municipality*.

_____ Limited Configuration: The municipality wishes to have Avitar **publish its assessment data – at no expense to the municipality – on the Assessing Internet Kiosk web site** with limited access for anonymous guest visitors and complete access for subscribers. The municipality recognizes the following:

1. Avitar will update the online data periodically using backups provided to Avitar by the municipality. This is typically done using the FTP Data to Avitar function, available from the File menu within the Assessing program. Avitar will update the online data (typically twice at Avitar's discretion) throughout the year. If more frequent updates are required the municipality should consider the Expanded Configuration.
2. Internet users visting the Assessing Internet Kiosk will be able to select the anonymous "Guest" option and enter a random challenge phrase to verify that access is being granted to an actual user and not an automated service. Users visting the site in this manner will be able to access information available on the "General" tab. This information consists of Owner Name, Parcel Location, Acreage, Current Assessment, Listing History, and Notes.
3. Internet users that wish to access complete assessing information (e.g. land details, building attributes, photo, sketch, and sales) can choose to purchase a subscription from Avitar. Avitar offers these subscriptions in order to offset the costs of providing the web site. The municipality does not receive any revenue from the subscriptions, but the municipality benefits from the service in that users interested in obtaining detailed information can access it online without needing to bother employees at the municipal office.

Data Configuration Option #2: Owner Mailing Address Global Availability

Historically, Avitar has suppressed the complete owner mailing address from being visible to any visitor – anonymous guest visitors and subscribers alike. This remains the default – only Owner 1 and Owner 2 and *Parcel Location* are displayed. However, the municipality can choose to have Avitar make the complete parcel owner mailing address information (i.e. Address 1, Address 2, City, State, and Zip) available.

Option #2:

Please indicate with a check mark (✓) below next to the corresponding choice whether the municipality wishes to make the complete parcel owner mailing address information available:

The municipality wishes to have Avitar **publish complete owner mailing address information** on the Assessing Internet Kiosk web site.

The municipality wishes to have Avitar **remove and/or suppress complete owner mailing address information** from the Assessing Internet Kiosk web site.

Data Configuration Option #3: Building Permits Tab Global Availability

Many municipalities maintain Building Permit information (either directly through the Avitar Assessing application or integrated with the Avitar Building Permits application) in their Avitar Assessing databases. The default is to not show this information on the Avitar Assessing Internet Kiosk web site as recent permit information can change more frequently than the Avitar Assessing Internet Kiosk web site is updated. However, the municipality can choose to have Avitar make this information available on the Avitar Assessing Internet Kiosk web site.

Note: If the municipality uses the separate Avitar Building Permits application then the permit information that appears on the Avitar Assessing Internet Kiosk web site (i.e. the data actually maintained in the Assessing database versus the Building Permits database) may be, depending on the configuration within the Assessing application, significantly different than what appears in the Assessing application.

Option #3:

Please indicate with a check mark (✓) below next to the corresponding choice whether the municipality wishes to make building permit information available:

The municipality wishes to have Avitar **publish building permit information** contained in the Assessing database on the Assessing Internet Kiosk web site.

The municipality wishes to have Avitar **remove and/or suppress building permit information** contained in the Assessing database from the Assessing Internet Kiosk web site.

Data Configuration Option #4: Mapping Bundle Global Availability

For municipalities that make assessment data available under the Expanded Configuration, Avitar can also, for an additional cost, enable the Mapping Bundle within the Avitar Assessing Internet Kiosk web site. The Mapping Bundle provides the following features to all users:

- Enables Map Tab for display of parcel boundaries, zoning, wetlands, water features, flood maps, etc. overlaying Google Earth road and image data.
- Includes common map tools such as zoom, pan, measure, and identify.
- Provides the ability to identify parcels by location – i.e. to click to a parcel and display assessment data.
- Generates an abutters list for a selected parcel based on a user-defined buffer.
- Includes a map on the printable Assessing Internet Kiosk “Print Card”.
- Provides the ability to toggle to Map View in which the map itself is the dominant user interface but assessment data can still be displayed.

This option requires properly formatted spatial data, as well as an additional annual agreement, and is only summarized here for completeness. Details and pricing for this option provided upon request.

Data Configuration Option #5: Specific Parcel Availability

Whether the municipal database is globally available under the Limited or Expanded configuration, specific parcels can be suppressed from appearing on the Avitar Assessing Internet Kiosk web site by request as, occasionally, a property owner may ask the municipality to suppress the parcel information from the Avitar Assessing Internet Kiosk web site. Conversely, a property owner whose parcel was previously suppressed may request the parcel data one again be enabled on the web site. To authorize Avitar to suppress and/or enable the parcel data please provide the information in the appropriate area below.

Option #5A: Suppress the following enabled parcel(s) from the Avitar Assessing Internet Kiosk web site:		
Parcel ID/Map and Lot	Owner Name	Physical Location of Parcel
1.		
2.		
3.		
4.		

Option #5B: Enable the following suppressed parcel(s) on the Avitar Assessing Internet Kiosk web site:		
Parcel ID/Map and Lot	Owner Name	Physical Location of Parcel
1.		
2.		
3.		
4.		

Data Configuration Options Authorization

Once you have indicated any and all of the requested configuration changes in the above worksheet, please sign and date this form below and return applicable pages to Avitar:

Scan/Email: assessingsupport@avitarassociates.com
 Fax: 603-798-4263
 Mail: 150 Suncook Valley Road
 Chichester, NH 03258

_____ Municipality	_____ Date
_____ Authorized Signature	_____ Title
_____ Name (Print)	