ASSESSOR'S MANUAL

DATA COLLECTION - RESIDENTIAL/FARM/VACANT LAND

NEW YORK STATE OFFICE OF REAL PROPERTY SERVICES

PROPRIETARY DOCUMENTATION

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INTRODUCTION

The initial phase of any mass appraisal program is the data collection of real property inventory data. This data is needed to value each parcel of property located within a specific assessing jurisdiction. It is very important that the data be recorded as accurately and consistently as possible as it will serve as the basis of all future appraisal activity in revaluation programs and the ORPS market survey process. Not only will this information provide the specific elements needed to value each parcel of property, it will also become a valuable record of information for future use by the assessor's office and ORPS. Therefore, the purpose of this residential manual is as follows:

1. To describe the Residential/Farm/Vacant property record card designed solely for use with the New York State Real Property System (NYSRPS).

2. To describe the data collection techniques, which should be used in completing these forms.

3. To define the specific characteristics of real property which must be collected for commercial parcels. **Please note that any data item in this manual preceded by a # symbol is required by Subpart 190-1.1 of the Rules for Real Property Tax Administration, "Standards for assessment inventory and valuation data".**

4. To aid ORPS in collecting property used in the market survey. Please note that specific data items or collection procedures, which are unique to ORPS, are designated throughout this manual as "ORPS ONLY".

Once collected, the inventory characteristics may then be processed through the maintenance, report, and valuation progr ams which make up the New York State Real Property System. This will enable the municipality and ORPS to effectively store, edit, and produce values using the applicable valuation technique(s): market, income and replacement cost.

RFV – COLLECTION PROCEDURE

1. COLLECTION PROCEDURE

The data collector is vital to the successful completion of a revaluation or annual reassessment program where physical reinspection is required. Therefore data collectors must be thorough and professional in approaching their responsibilities. Remember in most cases, this is the first time the public will be meeting someone connected with the revaluation project (or the ORPS market survey) so it is extremely important that the collector possess a complete understanding of what data must be collected and how best to collect it.

1.1 DO'S AND DON'TS OF A GOOD DATA COLLECTOR

a) Initial impressions are lasting. Dress neatly and conservatively. Be well groomed.
b) Introduce yourself.
c) You should have proper identification and present it at each contact.
d) Briefly explain your purpose and how you would like to conduct the inspection.
e) Do not become involved in lengthy conversations.
f) Do not argue.
g) Do not discuss assessment practices.
h) Do not discuss property taxes.
i) Do not smoke during an inspection.
j) Do not comment on furnishings or personal property.
k) Be careful of furnishings and property during the inspection.
l) Conduct the inspection in a professional manner. When the inspection is completed, thank the owner or tenant for their cooperation and leave.
m) Above all, be courteous.

The ORPS data collector should read the following sections of the manual and then note sub-section 1.6 for ORPS ONLY exceptions to the general procedures.

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1.2 COLLECTION PREPARATION

Prior to any collection make sure to have all the information and tools needed to make a complete and accurate collection. Before leaving for the field you, as the collector, should:

a) discuss the assigned work area with your supervisor (e.g., are there any unusual situations that you should be apprised of?).
b) review appropriate tax and street maps.
c) review available data (known sales information, neighborhood characteristics, parcel identification) to familiarize yourself with the immediate work area.
d) check equipment and supplies (blank cards, measuring devices, etc.).

1.3 GENERAL PROCEDURE

Every effort will be made to collect and record an accurate description of all parcels to be collected. Information must be derived from careful on-site inspection of all parcels, including vacant land.

Approach - Make a determination of the general characteristics of the property (e.g., neighborhood, utilities, traffic, out-buildings) and record as much of that information as possible. Consult the tax map for any data that may have been established and recorded for you to enter on the data card.

Contact - Immediately upon arrival make an attempt to contact the occupant. Introduce yourself and show your identification. State your purpose and ask for permission to inspect the building. Take information from adults only. Do not enter the residence unless accompanied by an adult. If an adult family member is not home, leave a message as to when you will return, or how an adult may contact someone for an appointment. Never go through a building without permission. If no one is on the premises at the time of visitation, one return visit must be made either after 6 P.M. or on Saturday. If after two attempts no one was found at the premises, or after one attempt where entry was refused, notification should be sent to the owner providing him an opportunity to schedule an appointment for collection of interior information. If contact is not made after two attempts, see sub-section 1.5 "Data Estimates". If you are allowed to enter, proceed with the inspection as detailed in sub-section 1.4 "Inspection".

Refusal - If you are not allowed to conduct an interior inspection, attempt to get as much information about the building as possible from the occupant. Request permission to measure and inspect the exterior of the building site. An attempt should also be made to obtain a signature noting the refusal. You should leave the premises immediately and note the reason for refusal in the notes area of the card.

If you are confronted with a total refusal, be courteous, attempt to obtain a signature, and then leave the premises immediately.

1.4 INSPECTION

Ask the occupant for permission to inspect the interior. If permission is given, request that the occupant accompany you through the house. Do not proceed alone. Proceed systematically, making general observations while recording specific data items. Recording all exterior and interior data at time of collection will lead to better work quality and may save a return trip to the building for verification of building items. Again, a word of caution: ask only pertinent questions designed to get specific answers which you need. Some examples would be:

How old is the house?

Have any additions been built onto the house?

Has there been any remodeling done?

Have you recently purchased the property?

If the answer to this question is yes, proceed with sales related questions.

(This question should be one of your last questions, asked only after you have established a rapport with the person being interviewed.)

Inspect the first floor noting the number of rooms, kitchen quality, bath quality, general condition, etc. Upon completion of the first floor, request permission to see the other floors and basement, again recording specific data items pertinent

to each area while noting general condition. Once you have completed the interior inspection, you should inquire about any additional structures and let the person know of your intention to walk around the exterior of the house to measure the house and exterior structures.

Prior to leaving you should attempt to secure a signature from the person. Explain that the signature does not constitute agreement with what was collected but merely means that the person allowed entrance and witnessed the inspection of the property. Thank the person for his/her cooperation and then conduct your exterior inspection. In some cases the person may wish to accompany you on your exterior inspection and this, of course, should be of no concern to you. When inspecting agricultural properties, it is highly desirable to have the farmer accompany you throughout your inspection. Obtain as much information as possible from him/her regarding the land and structures.

Now proceed to measure the building. In many cases it is advisable to record the measurements as a free-hand sketch using a blank sheet of paper. In this manner dimensions can be checked, changed, erased, etc., for the final sketch. If there are any additional structures, they should also be collected and measured. You should next proceed with a sketch of the building and appropriate structures noting the dimensions and relative position to each other. Make sure that your measurements are accurate to the nearest foot and that the recorded data agrees with the sketch; retrace your steps around each structure if necessary. If at this point you find that more information is required, don't hesitate to go back inside to obtain the additional data.

Finally, take a photograph of the parcel if you have been assigned to do so. Usually the photo is only of the main structure. In some instances separate crews may have this responsibility.

Departure - Prior to leaving the property you should audit your card for accuracy and completeness. The card should be completed at the site, as this will reduce the possibility of erroneous data or of data being entirely omitted. If a photo has been taken, be sure it is clear and centered before leaving the property. A second visit is not only costly but may be an inconvenience to the owner/tenant. You should be perfectly satisfied that you have done the best job possible.

If you have any doubts concerning the inspection you have just completed, consult your data collection manual. If the manual does not provide a satisfactory answer, contact the field supervisor for help. If he/she cannot answer the question, the appropriate person will be contacted and the correct answer will be given to you. DO NOT MAKE INTERPRETATIONS ON YOUR OWN.

At this point, you should enter your identification number and the date on the card. Proceed to make your next inspection.

Once you have completed your assigned area, review your work to ensure consistency from property to property. Turn in all the property record cards for completed inspections and any corresponding maps or supporting materials which were originally given to you.

1.5 DATA ESTIMATES

If no one is at the site, **DO NOT ENTER THE RESIDENCE**. Note on the card the date and time of your visit and indicate that no one was present.

If no one is at the site on callbacks, make the proper notation on the card. **No more than two visits, neither of which results in a contact, should be made in one day.** The second visit should be made after 6 P.M. or on Saturday.

If, after two attempts, you have not made contact at the site, or one attempt was made where entry was refused at the site, estimate the interior as accurately as possible and make the proper notations on the card. In making estimates, use similar parcels in the neighborhood as a guideline.

1.6 ORPS ONLY COLLECTION PROCEDURES

The following are exceptions to the general rules described in the preceding sub-section:

1) VISITS: If no one is on the premises at the time of visitation, a second visit is encouraged but do not make that visit on a Saturday.

2) REFUSALS: If you are refused entry to the exterior as well as the interior, and no data is available from the assessor, a substitute property is selected.

3) PHOTOS: The ORPS collector is always responsible for photographs. There is no separate crew for this.

RFV – PROPERTY RECORD CARD

2. RFV PROPERTY RECORD CARD

The specific items of real property inventory data that must be collected will be recorded on a specially designed form, the Property Record Card (PRC). A sample) is located on pages 3 and 4.

This form has been designed to facilitate the collection of residential/farm/vacant land data, expedite data entry for computer use, and to comply with existing rules and regulations governing data collection. If more space is needed for additional land breakdowns or improvements, additional cards may be used.

A brief review of the card will show that the data items have been divided into nine major sections. These sections are:

a) Parcel Identification, Section (3.00)
b) Audit Control, Section (4.00)
c) Sales Information, Section (5.00)
d) Site Information, Section (6.00)
e) Land Breakdown, Section (7.00)
f) Residential Building, Section (8.00)
g) Residential Building, Area Section (9.00)
h) Sketch, Section (10.00)
i) Improvements, Section (11.00)

NOTE: The numbers in parentheses indicate the section of the manual in which each of these sections is described. Each data item that must be collected is defined in this manual in separate sections as identified above.

For filing and control purposes - The SWIS, Section-Block-Lot number, Check Digit and the Card Number will appear on the front side of each card in the upper right hand corner of the card. This information is found in the label area, with the exception of card number.

2.1 SECTION-BLOCK-LOT NUMBER

This item, including the SWIS and the Check Digit, is the parcel identification number, which is printed in the Parcel Identification Section.

2.2 CARD NUMBER

This item is used to record the card number. Spaces are provided to enter two numbers. The first number indicates the number of the card being used and the last number is used to indicate the total number of cards needed to list the property. If there is only one card, the entry would be Card No. 1 of 1. More than one property record card will be needed if any of the following cases apply:

a) There are two or more sites.
b) The number of land breakdowns exceeds the space provided on the card.
c) There are two or more residences on the property (multiple sites).
d) The number of improvements exceeds the space provided on the card.

For each additional data card that is used, the collector must copy, exactly, the following information: SWIS CODE, TAX MAP NUMBER, CHECK DIGIT, and SITE NUMBER.

2.3 USING THIS MANUAL

In each section of this manual you will find:

a) a brief, descriptive introduction to the section.
b) an illustration of the section of the property record card
c) the individual data items relevant to the section.

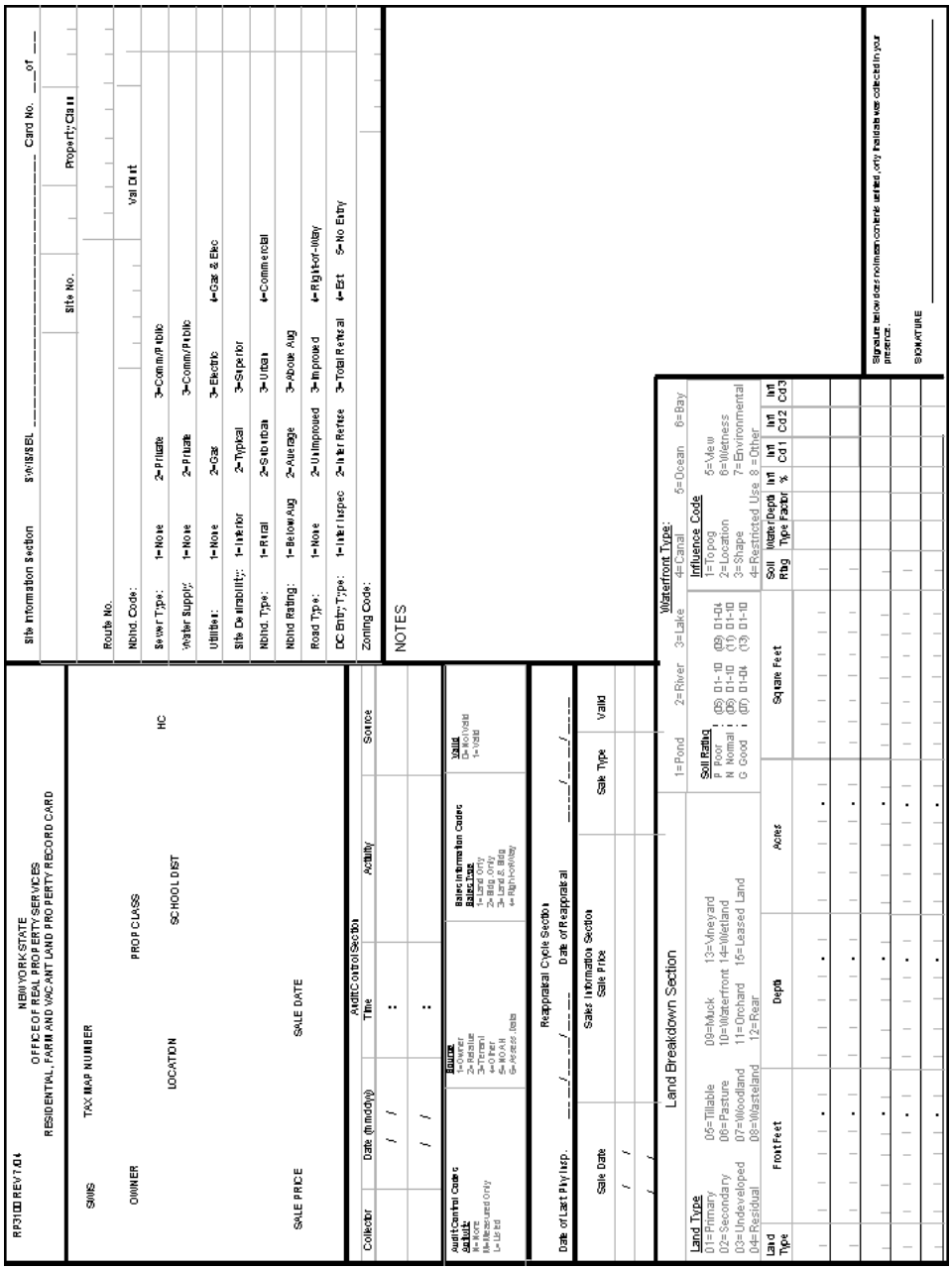
Included with each individual data item will be:

a) a definition of the data item.
b) a list of any codes associated with the data item, and a definition of each code.
c) a # sign proceeding the data item name if the field is required by **Subpart 190-1.1 of the Rules for Real Property Tax Administration, "Standards for assessment inventory and valuation data".**
d) the words "ORPS ONLY" to designate data items or collection procedures which are unique to ORPS.

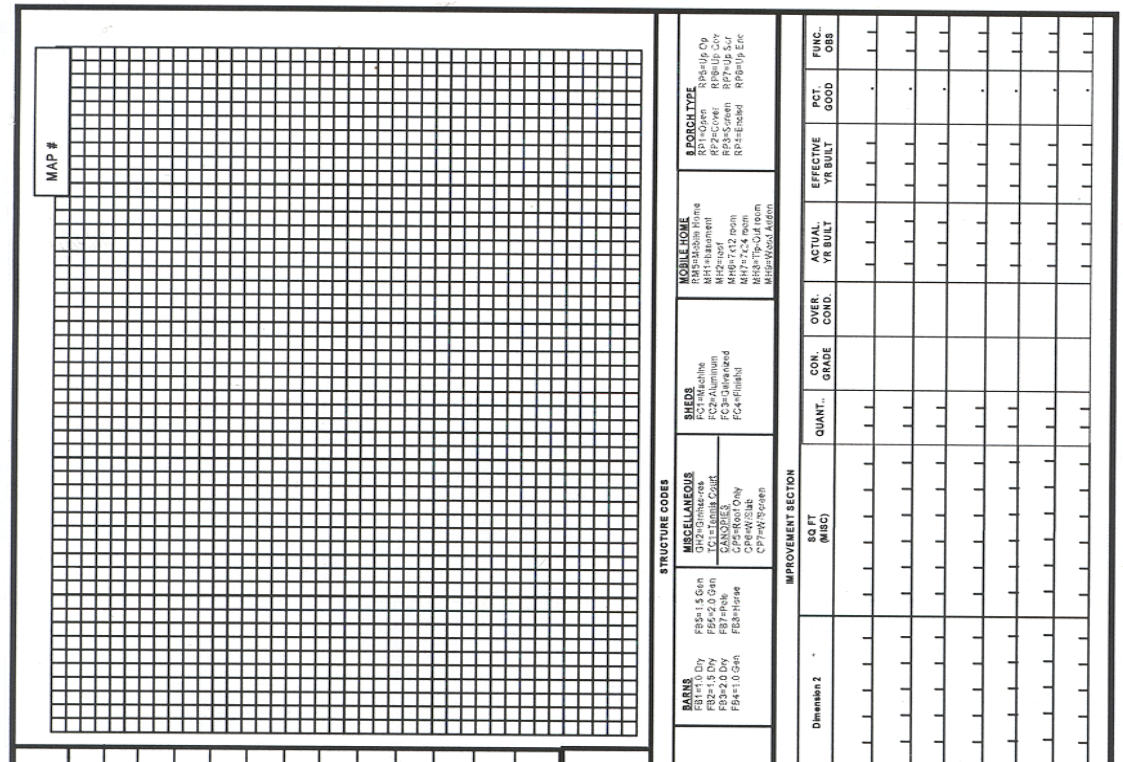
2.4 RESIDENTIAL PROPERTY RECORD CARD

A sample of the RFV property record card may be found on the following two pages.

Real Property System card – Side 1



Real Property System card – Side 2

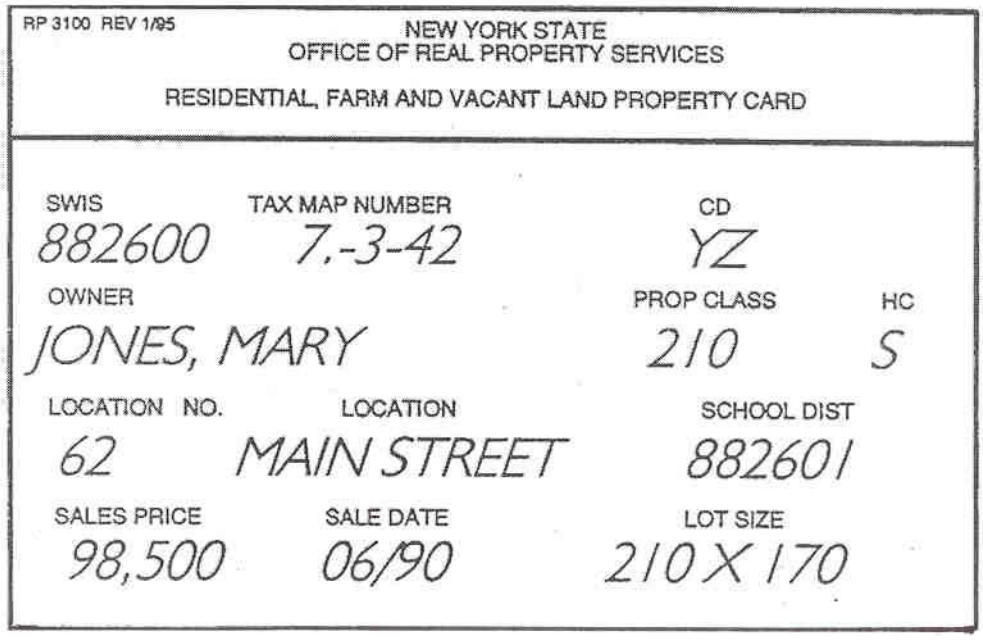


RFV – Parcel Identification

3. PARCEL IDENTIFICATION SECTION

This area, if computer printed, will contain parcel information from the assessment file. It will contain information regarding ownership, location, and the most recent sale.

Label correction area is not offered. Correct existing label by hand or make correction memo in "Notes" Area of card so corrected information can be entered into database.


RP 3100 REV 1/95

NEW YORK STATE
OFFICE OF REAL PROPERTY SERVICES

RESIDENTIAL, FARM AND VACANT LAND PROPERTY CARD

SWIS	TAX MAP NUMBER	CD	
882600	7.-3-42	YZ	
OWNER		PROP CLASS	HC
JONES, MARY		210	S
LOCATION NO.	LOCATION	SCHOOL DIST	
62	MAIN STREET	882601	
SALES PRICE	SALE DATE	LOT SIZE	
98,500	06/90	210 X 170	

The ORPS data collector should read the following sub-sections of the manual and then should note sub-section 3.14 for ORPS ONLY label instructions.

PARCEL IDENTIFICATION SECTION DATA ITEMS:

3.1 SWIS*
This is a 6 character numeric code that uniquely identifies each county, city, town, and village within the State of New York.

3.2 TAX MAP NUMBER*
This is a 20-character parcel identification number, which is derived from the current tax map and consists of tax map section-block-lot.

3.3 OWNER*
This is the name of the current taxing parcel owner.

3.4 PROPERTY CLASS: PROP CLASS*
This is a 3 character numeric code, which categorizes property by use. This entry should be the best description for the overall use of the property. Valid property class codes may be found in Appendix B of the RFV manual.

3.5 HOMESTEAD CODE: HC
This is the code used to designate the homestead class of the property. It will only appear if the assessment roll has been classified.

HOMESTEAD CODES
H - Homestead
N - Non-homestead
S - Split

***NOTE:** If information in one of these data items is incorrect, make a manual correction on the pre-printed label, with additional comments in the "Notes" section of the card.

HOMESTEAD CODES DEFINITIONS

H - Homestead - The entire parcel is designated as homestead.

N - Non-homestead - No portion of the parcel is designated for homestead purposes.

S - Split - The parcel is split: a portion of the parcel is designated as homestead and a portion is designated as non-homestead.

3.6 LOCATION NO.*
This is the street address number of the parcel being recorded.

3.7 LOCATION*
This is the street address name on which the parcel is located.

3.8 SCHOOL DIST*
This is a 6 character numeric code that uniquely identifies each school district within the State of New York.

3.9 SALE PRICE**
This is the actual amount of money, which was paid by the owner for the real property involved when the parcel was purchased. Up to 9 characters may display.

3.10 SALE DATE**
This is the date of purchase for the most recent time that the property was sold. The format will be MMDDYY (M=Month, D=Day, Y=Year).

***NOTE:** If information in one of these data items is incorrect, corrections should be overwritten on the preprinted label, with additional comments in the "Notes" section of the card.

****NOTE:** If information in one of these sale data items is incorrect, cross out the incorrect data and make the appropriate correction in the Sales Information Section of the card (refer to Section 5, "Sales Information Section").

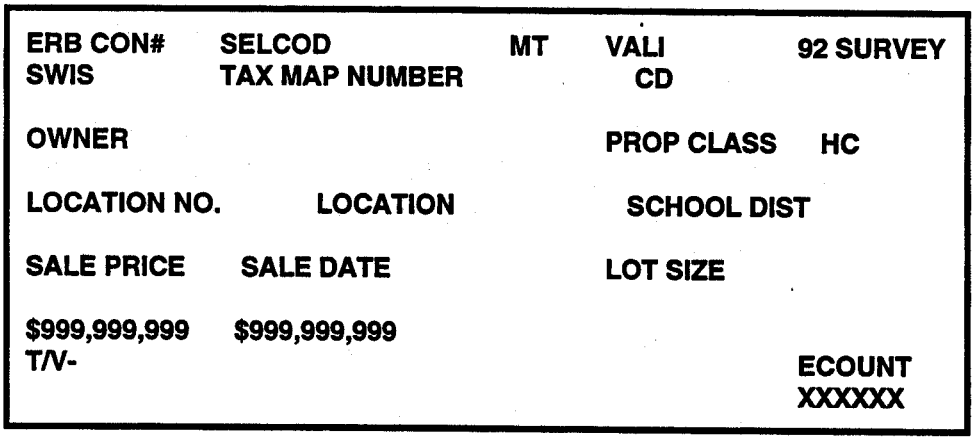
3.11 LOT SIZE*
This is either the dimensions (front feet x depth) or the acreage for the entire parcel.

***NOTE:** If information in this data item is incorrect, corrections should be overwritten on the pre-printed label, with additional comments in the "Notes" section of the card.

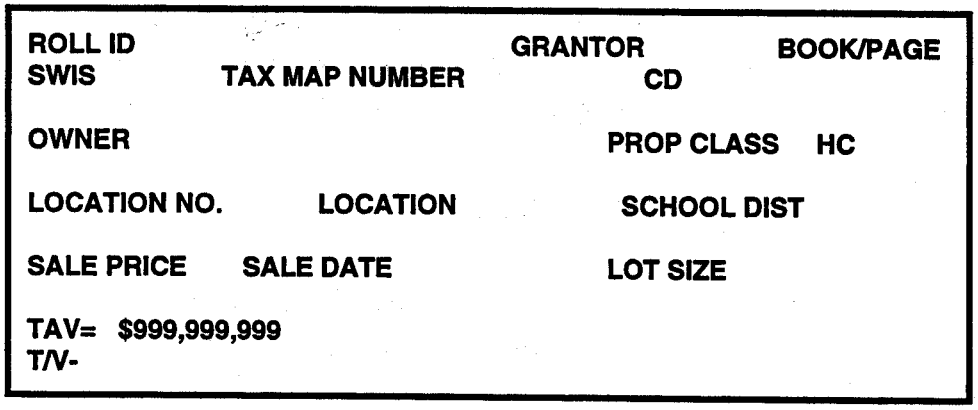
3.12 ORPS ONLY LABEL INSTRUCTIONS

Data for appraisals are entered on appraisal data collection cards and data for sales are entered on sales data collection cards. The cards are very similar except for color and some of the data items which are displayed. ORPS collectors must insure that the correct card is used.

ORPS APPRAISAL LABEL



ORPS SALES LABEL



Following are ORPS ONLY instructions and information regarding the data collection card label:

1) LABEL INFORMATION: The label section of the data collection card contains information from the base year assessment roll for appraisals. For sales, the label contains data pertinent to the sale and the related RP-5217 information. The information in the label section is completed once per parcel.

2) PREPRINTED LABELS: The data collector, in most instances, should not make any entries or changes to the label, as the data will appear on a preprinted label. However, there will be occasions when data must be corrected, or when missing data should be entered. There also will be occasions when a blank label must be completely filled out by the data collector (e.g., field-located sales).

   The data collector should not change the following 11 items on a preprinted label:

   *a) SWIS CODE
   b) TAX-MAP NUMBER - CHECK DIGIT
   c) SELECTION CODE: SELCDE (appraisals only)
   d) MAJOR TYPE/VALUE INTERVAL: MT (appraisals only)
   e) HOMESTEAD CODE: HC
   f) SALE DATE
   g) SALE PRICE
   h) LAND ASSESSMENT (appraisals only)
   i) TOTAL ASSESSMENT (appraisals only)
   j) ECONOMIC UNIT CODE: ECOUNT (appraisals only)

   ***NOTE:** SWIS code may be changed on sales only if the code is incorrect. This occurs occasionally with village sales.

3) VERIFICATION OF LABEL DATA: The data collector should verify that fields preprinted on the label (other than those previously listed) are correct. The ORPS data collector should make an entry only if the preprinted data must be corrected or if any information is blank. The following 5 items should be checked and corrected or entered as necessary.

   a) Property Class: This property class entry should record the best description of the overall use of the parcel as of the base year assessment roll for appraisals, or as of the sale date for sales. The entry must always be at the detailed level - general property class codes such as 100, 200, etc., can not be used and must be changed if preprinted. Particular attention should be given to sales as the general code (100, 200, etc.) is likely to appear on preprinted sale labels.

   b) School District: If an entry is required to correct the preprinted school district code or if no code is preprinted, enter the appropriate ORPS code. Locally generated codes are not acceptable.

   c) Lot Size: The printed parcel size will be recorded as either acres, dimensions (front footage x depth), or, occasionally, square footage. If the lot size is preprinted and the entry represents the correct total parcel size from the base year roll (appraisals) or as of the date (sales), do not rewrite the size. If the lot size is preprinted but the entry is incorrect as of the base year roll (appraisals) or as of the sale date (sales), enter the correct size directly beneath the preprinted size. If parcel size is missing, it must be entered in the proper area on the label in the correct format. In this case, the entry must again reflect the base year roll (appraisals) or the sale date (sales). If a tax map, or more current roll, contains a different entry, note the discrepancy in the notes area on the card.

   d) Property Owner's Name: The owner's name field must be completed for every appraisal or sale collected if the preprinted name is either incorrect or missing.

      On appraisals, it is important to have the owner's name as of the base year assessment roll. If the label is blank, enter the owner's name. If the owner has changed since the base year assessment roll, make no change to the owner's name but make note of this in the notes area on the card.

For sales, it is important to fill out a data collection card whether a label is available or not, if and only if the sale is usable according to the RP-5217 criteria and falls within the survey valuation time limits. If the sale is usable and the owner's name on the preprinted sale label is blank, enter the grantee's name in the space provided.

e) Location Number and Name: This entry should record a property location address rather than simply a mailing address (the address must permit someone to locate the property). If the preprinted address correctly reports the street name and number, no entry is required. If the preprinted address is incorrect or reports a mailing address only, record the correct address directly below the preprinted address. If the address is missing, enter it in the appropriate space. The location information must be completed for every appraisal and sale collected.

4) ECONOMIC UNIT CODE: If the parcel in question is part of a larger entity which must be treated as a whole (for either valuation purposes or because the inventory can not be identified due to assessment practices) then a five digit economic unit code is preprinted on the label. Such codes are sometimes necessary for certain parcels in the commercial and industrial classes. In cases where the parcel's status as part of an economic unit is not known prior to data collection, no code can appear on the preprinted label. A five digit economic unit code must be entered in all such cases.

An economic unit may be an entire complex, one building, or an artificial entity caused by assessment practices. All condominiums irrespective of homestead status, will be collected as economic units.

When collecting data for an economic unit, two sets of data collection cards must be completed. The selected parcel information must be recorded on one set of cards and the information for the entire economic unit must be entered on another set of cards. The procedure is as follows:

a) Collect the inventory of the entire economic unit and enter the data on a set of data collection cards. The assessed value entered should be the assessed value of the appraisal selection only. The economic unit code should be recorded on these cards.

b) Determine what type of economic unit best describes the appraisal selection:

- The selection to be appraised is part of a larger economic entity and must be combined for valuation purposes. If this is the case, enter problem code "9" (synthesis value) in the notes area on the card.

or

- The selection to be appraised is a parcel, which was split into artificial units due to assessment practices, and the inventory cannot be separately identified. If this is the case, enter problem code "8" (synthesis value no inventory required) in the notes area on the card.

c) Record the appropriate information for the selection:

- If the selection is part of a larger economic entity (problem code = 9), data collect the inventory of the appraisal selection on a separate set of cards. Record the assessed value of the entire economic unit.

or

- If the selection is part of an artificially created economic unit (problem code = 8), data collect only label information for the appraisal selection on a separate card. The assessment shown on the separate card should be the assessed value for the entire economic unit.

d) A list of all the assessment roll parcels with roll identification numbers, acres, and assessments should be included in the completed folder. All parcels comprising the economic unit should be on the list and in the folder.

e) All cards should be stapled together and an economic unit code will be assigned, if necessary, by the data coordinator. None of the cards should be entered into the laptop.

5) SUBJECT SALES: If an appraisal selection has been sold within the valuation time frame, a complete sale card (or cards) must be filled out to describe the transfer. The sale date and price are also to be entered on the appraisal card for a subject sale.

In addition to the information, which may be copied from the appraisal card (if it represents the parcel as of the sale date), the Book and Page from the RP-5217 must be entered on the sale card in the tax map number area.

Care must be exercised to describe the inventory of appraisal selections as of the base year assessment roll and the inventory of sales as of the sale date.

6) FIELD-LOCATED SALE: If the sales requirement cannot be met with the preprinted sale labels available in the folder, contact the local assessor for more recent sales. The assessor may have copies of the Real Property Transfer Report (RP-5217) for additional sales that have not yet been processed by ORPS. He can also provide parcel sales inventory if needed*****. The data collector must complete the label section of a sale card for all valid sales obtained in this manner. Again, the data entered in the label section must be complete and must describe the sale property as of the sale date.

***NOTE:** Information relative to more sales can also be found or verified via the on line Sales Web System.

RFV – AUDIT CONTROL SECTION

4. AUDIT CONTROL SECTION

The data contained in this section is used to control the data collection process and to record information about the status of the collection effort for the property.

Sample: **AUDIT CONTROL SECTION**.

Audit Control Section					
Collector	Date (mmddyy)	Time	Activity		Source
	/ /	:			
	/ /	:			

4.1 COLLECTOR*

This item is used to record the initials or identification number of the person who collected the data for the property.

4.2 DATE*

This item is used to record the month, day, and year that the property was visited by the data collector.

4.3 TIME*

This item is used to record the time, to the nearest five minutes, that the property was visited by the data collector. If no one is at the site in the morning, another visit should be made during an afternoon and vice versa. However, if contact is made and a responsible occupant is not present, find out when that person is expected to return; make your return call at that specified time.

4.4 ACTIVITY*

This item is used to record what activity was performed by the data collector at the time of the visit.

ACTIVITY CODES

N - None
M - Measured Only
L – Listed

ACTIVITY CODE DEFINITIONS

N - None - This indicates that no activity was performed during a visit at the site.

M - Measured Only - This should be used when the measurements are taken and interior inspection is not granted, or when the buildings are measured separately while the interior inspection is accomplished at a different time or date.

L - Listed - This should be used when a parcel has been entirely collected , or on the final visit even if the interior has been estimated.

4.5 SOURCE *

This item is used to record the source of information or the person who allowed or refused entry to the property.

SOURCE CODES

1 - Owner
2 - Relative
3 - Tenant
4 - Other
5 - NOAH
6 - Assessor Data

SOURCE CODE DEFINITIONS

1 - Owner - Owner of property.

2 - Relative - An adult directly related to the owner.

3 - Tenant - The tenant or renter of the property.

4 - Other - A responsible occupant not listed above. The person should be identified in the notes area.

5 - NOAH - No One At Home. This indicates that no contact was made.

6 - Assessor Data (ORPS ONLY) - This indicates that the data is the assessor's records and no on-site verification was made by the data collector.

***NOTE:** Two lines are provided on the card to allow for these data items to be recorded for both the first and the second visit if necessary.

Sample: **REAPPRAISAL CYCLE SECTION**

4.6 DATE OF LAST PHYSICAL INSPECTION

Physical inspection means, at a minimum, observing each parcel from the public right-of-way in order to ascertain that the physical characteristics necessary for reappraisal are complete and accurate.

4.7 DATE OF REAPPRAISAL

This item is used to record the date the property was reappraised. Reappraising means developing and reviewing an independent estimate of market value by the appropriate use of one or more of the accepted three approaches to value (cost, market and income).

BELOW NOTES SECTION OF CARD

4.8 SIGNATURE

The collector should always afford the person who gave permission to inspect the parcel the opportunity to sign the card if he/she desires. This does not mean that the person is in agreement with the data collected, but merely that he/she has allowed entry and has witnessed all or part of the collection. In the event that entry is refused, the collector should still attempt to secure a signature and should make an appropriate notation in the notes area on the card.

RFV- SALES INFORMATION

5. SALES INFORMATION SECTION

This section of the card is used to record information about sales that have occurred recently. You will be instructed by your supervisor as to how many years back sales are to be validated. Since some sales may not be recorded in the Parcel Identification Section of the card, the data collector must inquire at every property as to any sales, which have occurred in recent years. Space is provided to enter up to two sales for the property. The most recent sale should be entered first and any earlier sale should be listed on the line following. Each sale should be verified separately.

SALES INFORMATION SECTION			
DATE (MMDDYY)	SALE PRICE	TYPE	VALID
081590	98300	3	1

SALES INFORMATION CODES
SALE TYPE 1 - LAND ONLY 2 - BLDG ONLY 3 – LAND & BLDG
VALID 0 - INVALID SALE 1 – VALID SALE

The ORPS data collector should read the following sub-sections of the manual and then should note sub-section 5.5 for ORPS ONLY exceptions to the general procedures.

5.1 SALE DATE*

This item is used to record the date on which the sale occurred. If there is any sale information in the Property Identification Section, it should be verified and entered in the appropriate space. The date should be entered as MMDDYY (M = Month, D = Day, Y = Year).

EXAMPLE: May 11, 1989 = 051189

***ORPS ONLY:** This data must match the RP-5217 data.

5.2 SALE PRICE*

This item is used to record the sale price. Any sale price printed in the Parcel Identification Section should be verified with the responsible contact and entered in the spaces provided. The sale price for only the real property should be entered to the nearest one hundred dollars. The sale price entry should be right justified, without commas, decimal points, or dollar signs.

EXAMPLE $143,400 = 143400

If the person giving access to the property is not knowledgeable about the correct sales price or the circumstances surrounding the sale, make a notation in the notes area. An attempt should then be made to meet with the property owner or the real estate agent to discuss the sale information. This follow-up will usually occur through your collection supervisor.

Do not enter an asking price in the sales information section. Record such data in the notes area of the card.

***ORPS ONLY:** This data must match the RP-5217 data.

5.3 SALE TYPE

This item is used to record what real property was included in the sale of the property.

SALE TYPE CODES

1 - Land only
2 - Building only
3 - Land and building
4 - Right of Way or Easement

SALE TYPE CODE DEFINITIONS

1 - Land Only - This indicates the sale of a parcel that does not contain any structures or improvements of value such as buildings, barns or garages, etc.

2 - Building(s) Only - This indicates the sale of a parcel that consists of a building only (usually buildings on leased land).

3 - Land and Buildings - This indicates the sale of a parcel that consists of both land and improvements.

4 - Right of Way or Easement - Right-of-Way: The right which one person may have of passing over the land of another in some particular line. Easement: the right held by one person to use the land of another for a specific purpose.

5.4 VALID*

This item is used to record whether or not the sale represents an arms-length transaction. In order for a sale to be considered valid, the collector must be satisfied that the actual price paid for the real property represented what a willing buyer would pay a willing seller. This determination can only be made after the property owner has provided some key information.

***ORPS ONLY:** This field is not used by ORPS data collectors.

VALIDATION CODES

0 - Invalid Sale

1 - Valid Sale

In addition to sale price and date, the collector should request the following information:

a) The condition of the property at the time of sale and what the sale included.

b) Changes or additions to the property since the purchase, including structural changes, extensive modernization, etc. (minor redecoration and normal maintenance should not be considered).

c) Whether any personal or non-assessable property was included in the sale price.

d) The circumstances surrounding the sale.

The following conditions should be reasons to invalidate the sale:

a) More than one parcel was included in the sale.
b) One or both parties involved in the sale were not fully aware of the present or potential purposes for which the property could be used.
c) One or both parties in the sale were acting under duress or coercion.
d) Construction and/or demolition of improvements has taken place since the sale and these changes cannot be adequately reflected in the inventory.
e) The sale involved related individuals or corporations.
f) The sale was a result of a liquidation of assets, a mortgage foreclosure, a tax sale, or a quit claim.
g) The sale involved a land contract: a contract given to a purchaser of real
property who pays a portion of the purchase price when the contract is signed, and agrees to pay additional sums, at intervals, in the amount specified in the contract until the total purchase price is paid and the seller gives the deed.
h) The sale included an excessive amount of personal property such as equipment, vehicles, etc., and the value of these **cannot** be separated from the total price paid.

If one or more of the above conditions apply, the sale should be considered invalid. If the data collector has determined that the sale is invalid for any reason, a brief description of why it was invalidated must be written in the notes area.

If the property inventory has changed since the purchase date and the changes can be accounted for, then the changes should be noted in detail in the notes area. This would be considered a valid sale and the data on the sales file will be changed to reflect the property at the time of the sale

5.5 ORPS ONLY SALE INSTRUCTIONS

For ORPS purposes, the sales information section should be used to record historical sales information about a property. These transfers, which would have occurred outside of the valuation time frame for a survey, are for reference purposes only; the data does not become part of the RPS file. Historical sales data entered should meet the RP-5217 criterion of usability but this area can be used to record any transfers of the property and the information recorded can be further explained in the remarks section. Please note that ORPS does not use the VALID field or any definitions included with that field.

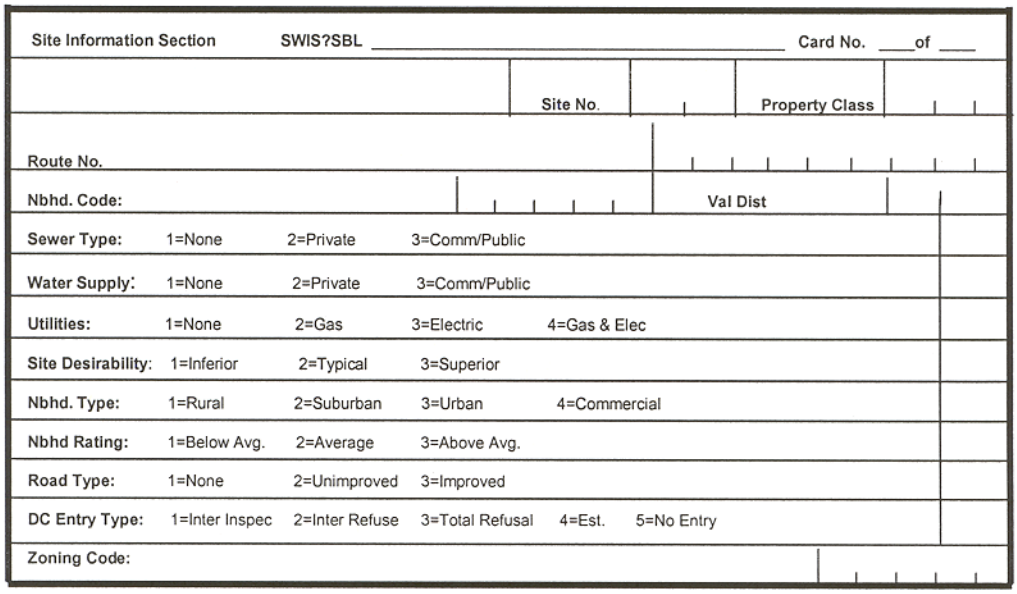
Survey usable sales occurring within the valuation time frame must be separately data collected and recorded for entry and use within the Real Property System (RPS).

RFV – SITE INFORMATION

6. RESIDENTIAL SITE INFORMATION SECTION

This section contains information describing each of the residential sites within a parcel. Characteristics, which determine the type and quality of the site and neighborhood, are collected in this area of the card. It is essential that a very high degree of consistency within the municipality be maintained when making the decisions necessary to complete this section.

Example of Real Property System Site Information Section:



The ORPS data collector should read the following sections of the manual and then note sub-section 6.15 for ORPS ONLY SWIS/SBL/CD instructions.

6.1 SITE NUMBER

This item is used to record the number of the residential site being collected. A site is defined as the land and/or buildings, which comprise a single unit for valuation. A residential site may contain one residence or it may be vacant land. Each residence requires a separate site. If a parcel has two residences, or more, the main residence would be on site 01 and the secondary residence(s) would be on site 02, etc. The first, or only, residential site number on the parcel should be entered as "01". Additional site numbers are recorded as "02", "03", etc.

6.2 PROPERTY CLASS

This item is used to record the numeric code, which categorizes the property by use. This entry should be the best description of the use of each site. If there is only one site on a parcel, the property class for the site should match the property class code found in the Parcel Identification Section of the card. For multi-purpose properties, enter the most appropriate property class code. State supported property class codes are provided in Appendix B of this manual.

6.3 ROUTE NUMBER

A locally assigned number, in which contiguous parcels with non-sequential or unrelated tax map numbers are grouped so that they may be sequentially inspected in the most time efficient manner. Route numbers can be used for data collection or field review. Route numbers are used mostly by revaluation contractors, during initial revaluations, and never used again. The use of route numbers enables office staff to assign field staff a pre-determined number of inspections, which can be visited without the use of a tax map. Office staff can also trace the route, and physically locate field staff at any given time of day. Use of this item is optional.

6.4# NEIGHBORHOOD CODE

This item is for office use only and is used to delineate geographic areas within an assessing unit for valuation purposes. A unique code will be assigned for each delineated area.

Geographical neighborhood boundaries are influenced by such factors as:

a) homogeneity
b) land use
c) social trends
d) economic trends

***ORPS ONLY:** Locally defined neighborhood codes should be data collected if they are reliable and accurate. Please discuss this with the local assessor for verification.

6.5 VALUATION DISTRICT

This item is available for use as another valuation tool when market conditions require additional grouping(s) of properties, by attribute, within neighborhoods. Valuation district codes help appraisers make additional adjustments to parcels, in that properties with the same district code get the same adjustment factors. The use of this item is optional.

6.6# SEWER

This item is used to record the presence and type of sewage facilities available to the site.

SEWER CODES

1 - None
2 - Private
3 - Commercial/Public.

SEWER CODE DEFINITIONS

1 - None - This indicates that no provision is made for the disposal of sewage on the site.

2 - Private - This indicates the presence of a septic tank or cesspool on the site. If a septic tank or cesspool is presently being used and a commercial or public sewer system is readily available and could be connected, Code 3 should be used. The present use of a septic tank or cesspool should be noted in the notes section of the card.

3 - Commercial/Public - This indicates that a sanitary sewer system is provided by a commercial company or the local municipality and it is connected or readily available to the site.

6.7# WATER

This item is used to record the type of water supply available to the site.

WATER CODES

1 - None
2 - Private
3 - Commercial/Public

WATER CODE DEFINITIONS

1 - None - This indicates that no water is available for domestic use on the site. Use this code even if water is available from a neighboring site.

2 - Private - This indicates the water supply on the site is a well, spring, lake, river, or stream. If a well or spring is presently being used and a commercial or public water supply is available and could be connected, Code 3 should be used. The present use of a well or spring should be noted in the notes section of the card.

3 - Commercial/Public - This indicates that a water supply from a municipal or commercial water company is connected or is readily available to the site.

6.8# UTILITIES

This item is used to record the presence or availability of natural gas and/or electric utility services to the site. Bottled gas or a generator operated by the property owner are not considered utility services. Services are considered to be present if available to the site, even though they may not be connected.

UTILITIES CODES

1 - None
2 - Gas
3 - Electric
4 - Gas/Electric.

UTILITIES CODE DEFINITIONS

1 - None - This indicates that no natural gas or electric utilities are available to the site.

2 - Gas - This indicates natural gas service, but no electric service, is available to the site.

3 - Electric - This indicates that electric service, but no natural gas service, is available to the site.

4 - Gas/Electric - This indicates that public utilities make both electric and natural gas service available to the site.

6.9# SITE DESIRABILITY

This item is a rating of the desirability of a particular site in comparison to others in the neighborhood. The rating is based on items such as view, topography, landscaping, road type, traffic volume, parking, and the size and shape of the lot.

SITE DESIRABILITY CODES

1 - Inferior
2 - Typical
3 - Superior

SITE DESIRABILITY CODE DEFINITIONS

1 - Inferior - This indicates that the site has undesirable factors that adversely affect its value. It may have negative characteristics such as poor topography, a very irregular size or shape, utility easements, extremely poor drainage, etc.

2 - Typical - This indicates that the property site is typical and no unusual or significant factors are affecting the value of the site.

3 - Superior - This indicates that the site is superior because of an outstanding location, a highly desirable view, or other factors that significantly increase the value of the site.

6.10# NEIGHBORHOOD TYPE

This item indicates the predominant type of property in the surrounding neighborhood. There must be a coordinated effort among data collectors to insure consistent collection of this item.

NEIGHBORHOOD TYPE CODES

1 - Rural
2 - Suburban
3 - Urban
4 – Commercial

NEIGHBORHOOD TYPE CODE DEFINITIONS

1 - Rural - This indicates an area where most of the property is vacant and any farms or residences are scattered. This would also include a crossroads where properties are slightly more concentrated than the surrounding rural area.

2 - Suburban - This indicates an area on the outskirts of a city or large village. Most of the area has been developed but there may also be vacant lots or a scant number of commercial properties interspersed. Typically this will include residential subdivisions which have been developed by single contractors.

3 - Urban - This indicates a densely developed residential area within a city or village. Some amount of commercial properties may be interspersed but the predominant property class is residential.

4 - Commercial - This indicates an area which is predominantly commercial or industrial; few residences are interspersed.

6.11# NEIGHBORHOOD RATING

This item indicates the desirability of the parcel's neighborhood in comparison to other neighborhoods in the municipality.

NEIGHBORHOOD RATING CODES

1 - Below Average
2 - Average
3 - Above Average

NEIGHBORHOOD RATING CODE DEFINITIONS

1 - Below Average - This indicates the least desirable neighborhoods within the municipality. Characteristics of such a neighborhood could include: run down, vacant, or boarded up residences; littered vacant lots; abandoned/junk vehicles, etc.

2 - Average - This indicates the typical neighborhood type in the municipality. These neighborhoods have such characteristics as maintained residences with no evidence of overall detrimental characteristics and vacant lots are also well kept.

3 - Above Average - This indicates the most desirable neighborhoods within the municipality. Characteristics of such a neighborhood could include well maintained, kept residences usually with manicured lawns in attractive settings, etc.

6.12# ROAD TYPE

This item is used to record the type and surface of the road/street that fronts or gives access to the property.

ROAD TYPE CODES

1 - None
2 - Unimproved
3 - Improved
4 - Right of Way

ROAD TYPE CODE DEFINITIONS

1 - None - This indicates a lot or parcel that is landlocked except for a right-of-way or limited access.

2 - Unimproved - This indicates a dirt or loose gravel road.

3 - Improved - This indicates a hard-surfaced, paved road.

4 - Right of Way - The right which one person may have of passing over the land of another in some particular line.

6 .13 DC ENTRY TYPE

Data Collection Entry Type is in the "Site Information" Section 6 for the purpose of contractor quality control. For example, if a contractor promises a 95% visitation rate, codes one through three count as a visit. If the visitation rate is unacceptable, the municipality has an opportunity to exercise its contractual rights. It is also used to record visits to a multi-tenant property, when each tenant is a different occupancy and has different economic data to report.

The codes and definitions are as follows:

DC ENTRY CODES

1 - Interior Inspection
2 - Interior Refusal
3 - Total Refusal
4 - Estimate
5 - No Entry

DC ENTRY CODE DEFINITIONS

1 - Interior Inspection - This indicates the data collector was given permission to inspect the interior and the exterior of the property.

***ORPS ONLY:** This indicates that the interior information was obtained or verified at the door or by interior inspection and the data collector inspected and measured the exterior of the property.

2 - Interior Refusal - This indicates the data collector was refused an interior inspection but was given the necessary information. The data collector was allowed to record exterior measurements and site data.

***ORPS ONLY**: This indicates that no interior information was obtained or verified but the data collector was able to measure the exterior of the buildings for either recording or verifying the assessor's records.

3 - Total Refusal - This indicates the data collector was refused interior and exterior information on the property, including measurements.

***ORPS ONLY:** This would indicate the use of an alternate.

4 - Estimate - This indicates the property data was estimated after one visit where the property owner refused entry, or after one return visit (either after 6 P.M. or on Saturday) when no one was on the premises, or when the site is occupied by only a vacant building(s).

***ORPS ONLY:** This indicates that the data collector was not able to measure the exterior of the buildings or obtain interior data and no assessor records were available.

5 - No Entry - This indicates the property is unimproved (vacant land).

6.14# ZONING CODE

This item is used to record a locally defined code, which describes the use and classification of the property in a specific geographic area. If local codes are used, this item allows up to 5 alphanumeric characters.

If the municipality wants, it may elect to use the following suggested codes:

01 - None
02 - Single Residence
03 - Multi-Residence
04 - Farm
05 - Commercial
06 - Industrial
07 - Mixed
08 - Governmental

***ORPS ONLY:** The above codes, 01-08, are the only valid codes for ORPS purposes.

6.15 ORPS ONLY SWIS/SBL/CD INSTRUCTIONS

1 - SWIS: Do not enter SWIS code.

2 - APPRAISALS: If the label key does not contain the property's section-block-lot-suffix, enter this data here.

3 - SALES: For all sales, enter the parcel's section-block-lot-suffix. If the sale consisted of multiple parcels, enter the S-B-L of the largest parcel.

4 - SEPARATION CHARACTERS: Use caution when entering this data; use the appropriate separation characters (- or . or /).

RFV – LAND BREAKDOWN

7. LAND BREAKDOWN SECTION

The data contained in this section describes the individual types of land which comprise the site. The land size, plus any factors that may affect value are recorded for each land type collected.

Sample Land Breakdown Section

Land Breakdown Section

Waterfront Type: 1=Pond 2=River 3=Lake 4=Canal 5=Ocean 6=Bay

Land Type
01=Primary 05=Tillable 09=Muck 13=Vineyard
02=Secondary 06=Pasture 10=Waterfront 14=Wetland
03=Undeveloped 07=Woodland 11=Orchard 15=Leased Land
04=Residual 08=Wasteland 12=Rear

Soil Rating
P Poor (05) 01-10 (09) 01-04
N Normal (06) 01-10 (11) 01-10
G Good (07) 01-04 (13) 01-10

Influence Code
1=Topog 4=Restricted Use
2=Location 5=View
3=Shape 6=Wetness 7=Other

Land Type	Front Feet	Depth	Acres	Square Feet	Soil Rtng	Water Type	Depth Factor	Infl %	Infl Cd 1	Infl Cd 2	Infl Cd 3

7.1# LAND TYPE

This type is used to record a code which best describes the total or some portion of the land on the site being inventoried.

LAND TYPE CODES:

01 - Primary
02 - Secondary
03 - Undeveloped
04 - Residual
05 - Tillable
06 - Pasture
07 - Woodland
08 - Wasteland
09 - Muck
10 - Waterfront
11 - Orchard
12 - Rear
13 - Vineyard
14 - Wetland
15 - Leased Land

LAND TYPE CODE DEFINITIONS

01 - Primary* – This describes the main building site for improved or vacant parcels, unless they are waterfront. Improvements to the land such as water, sewer, and utilities are available. There should only be one primary land type per site, but you may have more than one primary land type per parcel. Primary site should not exceed the local zoning if any. Where there is no zoning, primary lots should not exceed five acres. Primary land types with significant water frontage should be coded as Land Type 10 – Waterfront.

02 - Secondary* – This describes land which lacks some of the amenities of the primary land type, such as road frontage or a separate water supply, which results in less value. A secondary land type can not be recorded unless you have described a primary land type for the parcel.

***NOTE:** A primary land type will differ from a secondary land type in that a primary land type has road frontage and is separately marketable. A secondary land type usually does not have road frontage and is difficult to market separately.

03 - Undeveloped - This describes land which is presently vacant but which is a potential primary site and usually has road frontage. Water, sewer, and other utilities may not be available on site. (Filed subdivisions may or may not have constructed roads.) This is land which is located in areas where development is taking place and further development of vacant parcels is probable. Undeveloped lots should not be less than the local zoning lot size.

04 - Residual - On improved parcels this describes land in excess of the primary land type (usually base lot size). On vacant parcels this describes land which has little or no potential for immediate development. The land occupied by farm buildings (exclusive of the homesite) is best described as residual.

05 - Tillable - This describes farm land other than muck, vineyard, or orchard which is suitable for the cultivation of farm crops. Improved or seeded pasture is considered tillable land and is to be recorded as land type 05. This land type should be used only if the land is being utilized as part of a farm operation. If this code is used, a corresponding entry must be made in Soil Rating.

06 - Pasture - This describes agricultural land not suitable topographically for row cropping. It is open, or very sparsely treed or shrubbed, and is not usable as tillable land. The land may be used for open grazing and exercising of cattle. If this code is used, a corresponding entry must be made in Soil Rating.

07 - Woodland - This describes areas of trees with or without marketable timber. This land type is typically used only for properties in the 100 and 900 series but may be used for wooded acreage on sites described as 240 or in the 320 property class series. If this code is used, a corresponding entry should be made in Soil Rating.

08 - Wasteland - This describes land areas of little or no economic value such as swamps, ravines, flood land, etc. It would be very costly and impractical or impossible to improve the land to the point where it could be utilized.

09 - Muck - This land type describes highly organic land of dark color and low mineral content. Muck is used to produce potatoes, onions, and truck garden crops such as lettuce, celery, radishes, etc. Muck is found only in certain areas of the state and this land type is to be used only if the site being described is recorded with a property class in the 100 or farm series. Generally a site must have the specialized property class of 130, truck crops to have land type 09 described. If this code is used, a corresponding entry must be made in Soil Rating.

10 - Waterfront - This describes land with any significant water frontage. When the waterfront land type is used, an entry should also be made in Waterfront Type. A site may have more than one waterfront breakdown described if water frontage exists on more than one water type. Land type 10 must be recorded if the site property class is 313. The dimensions for this land type must be recorded as water front feet x depth.

11 - Orchard - This describes land planted with fruit-bearing trees such as apples, pears, cherries, etc. This land type is to be used for farm properties and must be used if the site property class is 151. If this code is used, a corresponding entry must be made in Soil Rating.

12 - Rear - This describes vacant land presently without access to a public road, e.g., land-locked parcels.

13 - Vineyard - This describes land planted with grapevines. This land type may be used only if the site being described is in the farm series and it must be used if the site property class is 152. If this code is used, a corresponding entry must be made in Soil Rating.

14 - Wetland - This describes land which has been designated and identified by the Department of Environmental Conservation as being under restrictions and protected as wetland. This code is to be used only if the land is positively identified and positive certification is available and verified. Do not use this for swampland.

15 - Leased Land - This entry should be used when there is a building or other improvement which has no associated land. This should not be used to describe land which is leased in order to increase the productivity of a farm. An example would be a leased warehouse on railroad property.

7.2# FRONT FEET*

This item is used to record the actual amount of front footage of the land breakdown entry for square or rectangular shaped lots and the effective front feet on irregularly shaped lots. An entry in this field also requires an entry in Depth. The entry should be to the nearest foot and should be right justified.

7.3# DEPTH*

This item is used to record the actual depth of the land breakdown entry for square or rectangular shaped lots. An entry in Depth also requires an entry in Front Feet. The entry should be to the nearest foot and should be right justified. Irregular lots are usually measured in acres or square feet.

7.4# ACRES*

This item is used to record the number of acres, to the nearest hundredth of an acre (such as 1.00), of the land breakdown entry. One acre is 43,560 square feet. Acres are most often used for larger land areas. The entry should be right justified.

7.5# SQUARE FEET*

This item is used to record the number of square feet of the land breakdown entry. The entry should be to the nearest square foot and should be right justified.

***NOTE:** The size of each land breakdown should be recorded as: Front Feet and Depth - or - Acres - or - Square Feet.

7.6# SOIL RATING

This item is used to record the soil quality for only the following agricultural land types. These ratings are usually available at the County Soil and Water Conservation Department Office if agricultural districts have been formed.

LAND TYPE	SOIL RATING CODES*
05 - Tillable	01 - 10
06 - Pasture	01 - 10
07 - Woodland	01 - 04
09 - Muck	01 - 04
11 - Orchard	01 - 10
13 - Vineyard	01 - 10

When the applicable soil maps and/or data are unavailable to designate the specific soil rating for tillable, pasture, orchard, or vineyard, the following codes should be used:

SOIL RATING CODES*

P - Poor
N - Normal
G - Good

SOIL RATING CODE DEFINITIONS

P - Poor - Land which is adversely affected by its physical characteristics (slope, wetness, layout, etc.) and on which it would be difficult to produce a normal yield of crops or upon which it would be very difficult to cultivate with modern farm machinery.

N - Normal - Land which is average in crop production, utilizes normal farming methods, and can be cultivated with modern farm machinery.

G - Good - Land which is highly conducive to cultivation and which produces a consistently high yield of crops utilizing normal farming methods.

***ORPS ONLY:** ORPS data collectors should use the P, N, G codes only.

Following is the methodology used to assign a Soil Rating to the indicated Land Types:

TILLABLE, PASTURE, ORCHARD, VINEYARD

The task of defining quality levels for soil classification is extremely difficult and there is no universally accepted system of measure. Therefore, the Office of Real Property Services is recommending the use of a soil classification system which has been adopted for use by the Office's Agricultural Unit in its development of agricultural value assessments. However, an important distinction must be made. The agricultural value assessments which the Agricultural Unit develops utilize an income based valuation technique which requires a great deal of analysis and supporting documentation. This is done by the office in conjunction with independent studies. The values which are predicted in our system are
developed using a market base valuation technique which utilizes recent agricultural land and farm sales. The classification system which is being used incorporates an index for soil productivity based on yields of the forage crops most commonly grown in New York State. The following formula is presented in order to give you a better idea of how this rating is calculated for the most productive soil in each county:

Step 1: Weight the yield for each crop (hay or corn silage) by the percentage of the total years in the crop rotation cycle during which it is grown.

Step 2: Weight the resulting calculation for each of the two crops by a pre-determined conversion factor for that crop.

Step 3: Sum the results obtained in step (2).

The figure obtained in this manner for the most productive county soil represents the soil's production potential, given the yields of the two crops and their incidence in a recommended rotation. This level of production is assigned a rank of 100. A rating may then be calculated for all other county soils and the resulting estimates are divided by the production ratio for the most productive soil. Thus, all other soils are ranked in terms of the most productive one. Therefore, utilizing this system, the highest grade of soil in any county will have a productivity rating which approaches 100 and, conversely, the poorest grade of soil will have a productivity rating which approaches 0. The following chart shows how the Productivity Rating applies to the Soil Rating when used for tillable, pasture, orchard, and vineyard land types.

SOIL RATING CODES	ASSOCIATED PRODUCTIVITY RATING
1	90-100
2	80-89
3	70-79
4	60-69
5	50-59
6	40-49
7	25-39
8	< or = 24
9	Marginal
10	Unsuitable for cultivation

As previously mentioned, if the necessary data is unavailable, we advocate using a simplified coding scheme (Codes = P, N, or G) for classifying soil types in the tillable, pasture, orchard, and vineyard land types.

MUCK

The most important characteristics of these soils from the standpoint of agricultural value are depth, drainage, and susceptibility to flooding. Depth may be determined from information contained in soil survey reports, but drainage and flooding characteristics will vary from location to location on the same type of muck. Thus, all muckland which is in crop production must be classified with the aid of both soil survey information and information provided by landowners obtained through on-site inspection. The classes used for land of this type are as follows:

SOIL RATING CODE	ORGANIC SOIL GROUP	GROUP CHARACTERISTICS
1	A	Depth 51 inches, adequate drainage, at least 10-year flood protection.
2	B	Depth 16-51 inches, adequate drainage, at least 10-year flood protection.
3	C	Depth 51 inches, inadequate drainage, or floods one year in five.
4	D	Depth 16-51 in., inadequate drainage, or floods one year in five or depth 51 inches with both inadequate drainage and flooding once in five years.

WOODLAND

Farm woodland with the following attributes: 1) has land of two acres or more used primarily for the production of marketable woodland products (e.g., logs, lumber, posts, firewood, and maple syrup) and 2) has a forest growth of suitable character and distribution to give assurance that a stand of merchantable timber will be developed within a reasonable period of time, has been divided into three classes. Woodland which is comprised mainly of non-marketable timber is in a fourth class. Woodland classes are established according to the following criteria:

SOIL RATING CODE	CLASS CHARACTERISTIC
1	Heavy saw timber of more than 10,000 board feet per acre.
2	Heavy poles, light or medium saw timber of 2,000 to 10,000 board feet per acre.
3	Seedlings, saplings, or light poles of up to 2,000 board feet per acre.
4	Non-marketable timber and/or products.

7.7# WATERFRONT TYPE

This item is used to define the body of water on which the property has frontage. This should be entered if Land Type = 10, Waterfront.

WATERFRONT TYPE CODES

1 - Pond
2 - River
3 - Lake
4 - Canal
5 - Ocean
6 - Bay

WATERFRONT TYPE CODE DEFINITIONS

1 -Pond - This is primarily for residential property which has frontage on a pond which would enhance the property value.

2 - River - The property has frontage on a river or large stream.

3 - Lake - The property has frontage on a lake.

4 - Canal - The property has frontage on a canal.

5 - Ocean - The property has frontage on the ocean.

6 - Bay - The property has frontage on a bay or inlet.

7.8 DEPTH FACTOR

A factor which represents the comparative value of a given depth of a lot with respect to the value of a lot having an accepted standard depth. This item can have positive or negative effect on value, and is usually assigned during field review, unless a jurisdiction already has Land Depth Tables to use. Use of this item is not mandatory.

7.9# INFLUENCE PERCENT

This item will be recorded simultaneously with Influence Code(s), usually during field review. It indicates the percentage to account for the factor described by the influence code. A value loss of 10 percent would be entered as .90 and a value gain of 10 percent would be entered as 1.10. When multiplied by the unit value of the land, this will yield the desired percentage of value. Up to three separate Influence Codes can be used to formulate the Influence Percent.

7.10 # INFLUENCE CODE

This item is usually assigned during field review* and indicates that the base land value will be affected by one of the following codes. If this item is used, a corresponding entry must be made in Influence Percent. The Data Collection Card provides space for up to three separate Influence Codes per Land Type.

***ORPS ONLY:** The ORPS data collector should assign this item during data collection. Use this item sparingly – only if there is an obvious influence on value.

INFLUENCE CODES

1 - Topography
2 - Location
3 - Shape
4 - Restricted Use
5 - View
6 - Wetness
7 - Environmental Impact
8 - Other

INFLUENCE CODE DEFINITIONS

1 - Topography - This refers to the contour of the land. It is only used to indicate a value loss attributable to physical land conditions such as unacceptable grade level (steep incline) or poor accessibility.
Influence Factor - Negative.

2 - Location - This indicates a value change attributable to the parcel's specific location as compared to other parcels in the neighborhood. Typically this could be a street in a neighborhood that is considerably superior or inferior to the other streets in the neighborhood.
Influence Factor - Negative or Positive.

3 - Shape - This refers to the configuration of the perimeter lot lines as described in the deed. It is only used to indicate a value loss attributable to an irregular shape that would reduce the utility of the parcel.
Influence Factor - Negative

4 - Restricted Use - This indicates a value loss to the parcel due to local law or a private agreement restricting the use of the parcel which is binding on present and future owners.
Influence Factor - Negative.

Some typical restrictions may be found as follows:

a) Easements - Right-of-way, sewer, water, gas, or electric distribution lines.

b) Zoning - Restricted use or development of a parcel by type of improvement (such as single family homes only) or by minimum lot size (frontage and/or depth, square foot area, or acreage).

c) Open space or scenic - Greenbelt or open space laws prohibiting land from being developed with improvements.

5 - View - This indicates that the view afforded to a particular site would affect the value of the property. This influence could be negative as caused by an unattractive view of a junk yard, or it could be positive as caused by the outlook from the property overlooking a body of water or scenic valley.
Influence Factor - Negative or Positive.

6 - Wetness - This indicates a value loss attributable to excessive water caused by poor drainage or a high water table. This influence code should not be confused with or used in conjunction with Land Type 14 - "Wetland".
Influence Factor - Negative.

7 - Environmental Impact – The detrimental effects of chemical, radiation, noise, and other adverse contaminants on the environment.

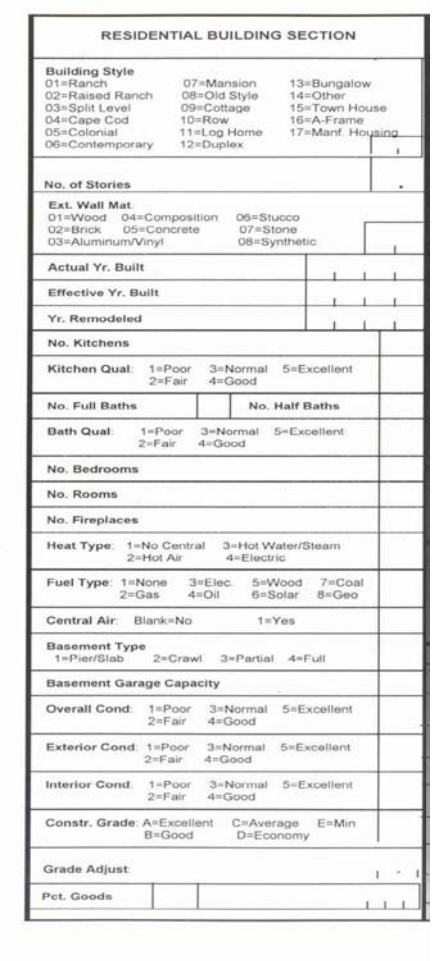
8 - Other - Locally Defined.

RFV – RESIDENTIAL BUILDING

8. RESIDENTIAL BUILDING SECTION

This section of the card will be used to record the pertinent information, which must be collected to describe the residential structure.

Example of data card <u>Residential Building Section</u>



RESIDENTIAL BUILDING SECTION

Building Style			
01=Ranch	07=Mansion	13=Bungalow	
02=Raised Ranch	08=Old Style	14=Other	
03=Split Level	09=Cottage	15=Town House	
04=Cape Cod	10=Row	16=A-Frame	
05=Colonial	11=Log Home	17=Manf. Housing	
06=Contemporary	12=Duplex		
No. of Stories			
Ext. Wall Mat.			
01=Wood	04=Composition	06=Stucco	
02=Brick	05=Concrete	07=Stone	
03=Aluminum/Vinyl		08=Synthetic	
Actual Yr. Built			
Effective Yr. Built			
Yr. Remodeled			
No. Kitchens			
Kitchen Qual:	1=Poor	3=Normal	5=Excellent
	2=Fair	4=Good	
No. Full Baths		**No. Half Baths**	
Bath Qual:	1=Poor	3=Normal	5=Excellent
	2=Fair	4=Good	
No. Bedrooms			
No. Rooms			
No. Fireplaces			
Heat Type:	1=No Central	3=Hot Water/Steam	
	2=Hot Air	4=Electric	
Fuel Type:	1=None	3=Elec.	5=Wood 7=Coal
	2=Gas	4=Oil	6=Solar 8=Geo
Central Air:	Blank=No	1=Yes	
Basement Type			
1=Pier/Slab	2=Crawl	3=Partial	4=Full
Basement Garage Capacity			
Overall Cond:	1=Poor	3=Normal	5=Excellent
	2=Fair	4=Good	
Exterior Cond:	1=Poor	3=Normal	5=Excellent
	2=Fair	4=Good	
Interior Cond:	1=Poor	3=Normal	5=Excellent
	2=Fair	4=Good	
Constr. Grade:	A=Excellent	C=Average	E=Min
	B=Good	D=Economy	
Grade Adjust:			
Pct. Goods			

8.1# BUILDING STYLE

This item is used to classify the residence as to architectural style. There are 17 specific styles defined. Additionally, Code 14 - Other Style, allows for the description of a building style which does not conform to one of the 17 specific styles. When entering the building style code, be sure to enter both characters (e.g., enter "01" - Ranch, do not enter "1").

BUILDING STYLE CODES

01 - Ranch
02 - Raised Ranch
03 - Split Level
04 - Cape Cod
05 - Colonial
06 - Contemporary
07 - Mansion
08 - Old Style
09 - Cottage
10 - Row
11 - Log Home
12 - Duplex
13 - Bungalow
14 - Other
15 - Town House
16 - A-Frame
17 - Manufactured Housing

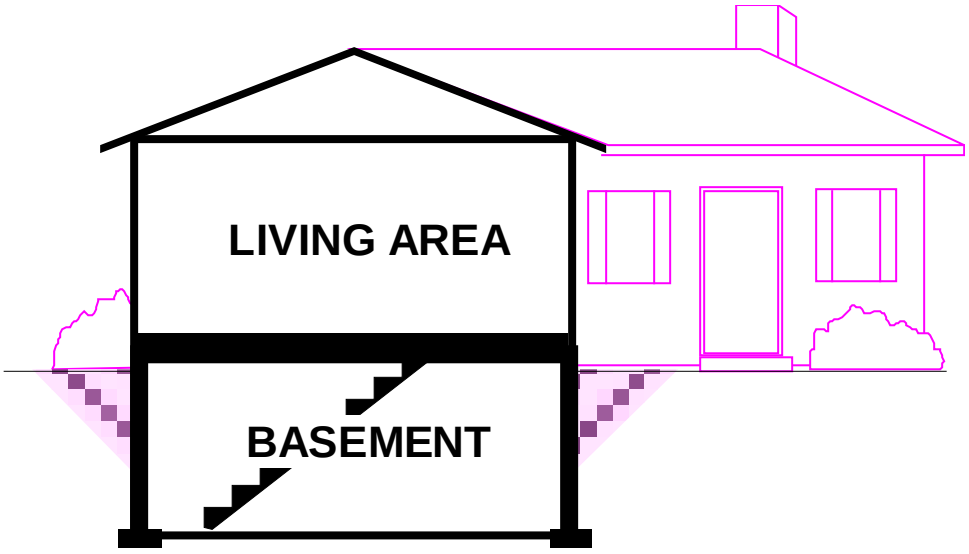
BUILDING STYLE DEFINITIONS

On the following pages you will find a definition for each of the building style codes. Along with the definition you will find a typical floor plan diagram of the building style. Following the diagram, a photographic sample of the style is provided. The floor plan diagram does not usually depict the same structure as the photograph, but both provide guidelines in selecting the appropriate building style.

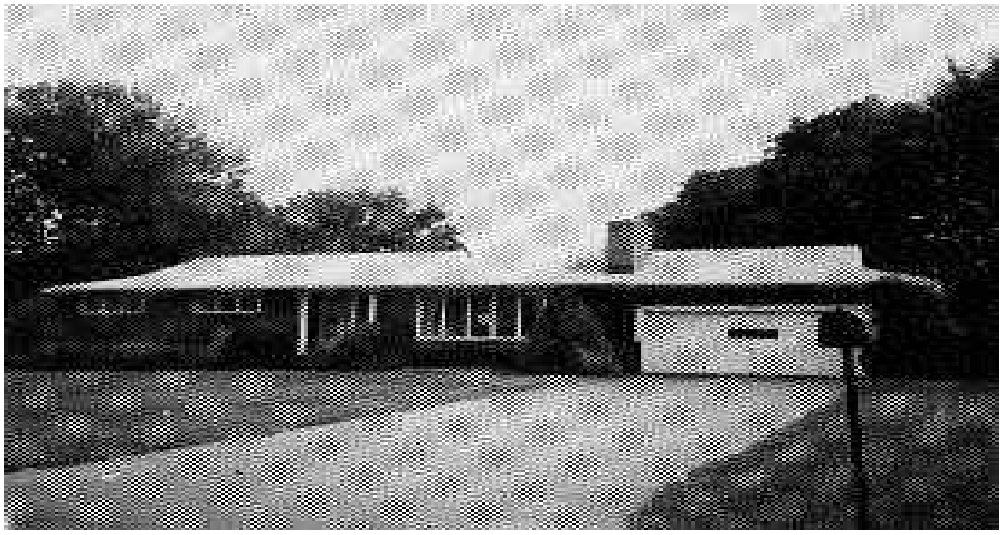
Following the individual building style definitions is a chart of General Building Style Characteristics. This may be helpful in determining building style as well as other data characteristics defined later in this section.

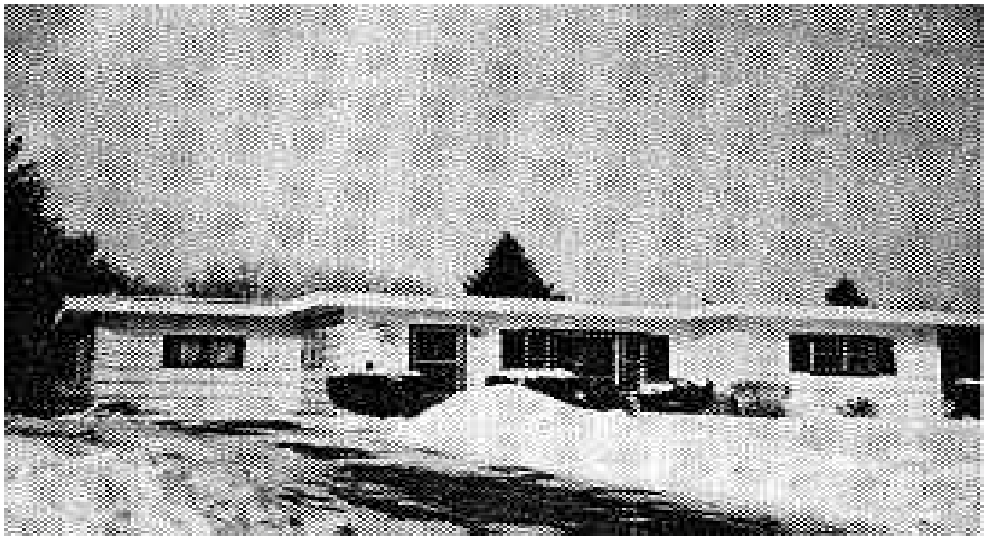
Building Style 01 - Ranch

The typical Ranch is a single story structure. There are usually three bedrooms, a kitchen, 1 or 1½ baths, and a living room. There are many variations to the standard ranch. The most common are the Rambler and the L-shaped Ranch. The roof line on this style is usually a low angle gable, a hip style roof, or a flat roof. A prefabricated, modular dwelling built before 1970 should be collected using this building style with a construction grade of Grade "D" - Economy.



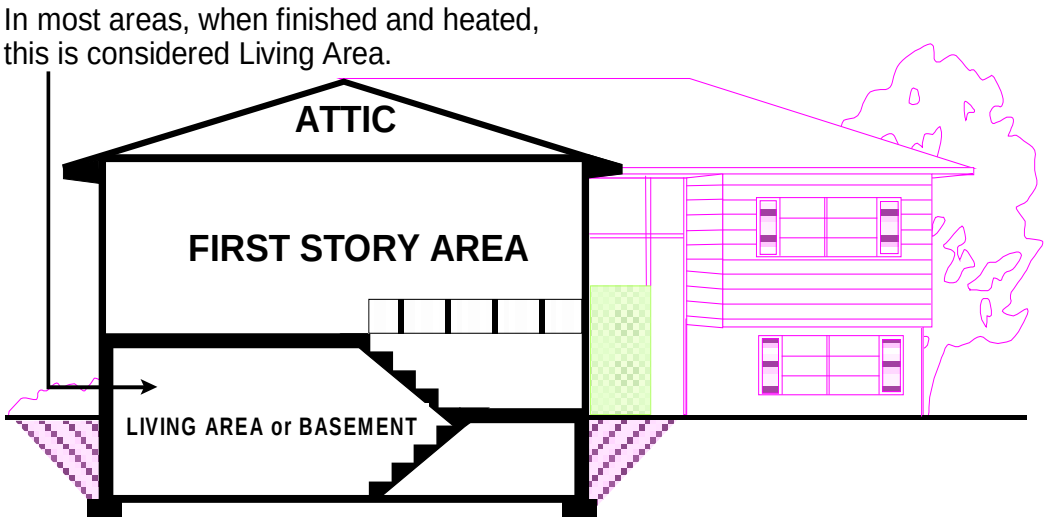
Building Style 01 - Ranch



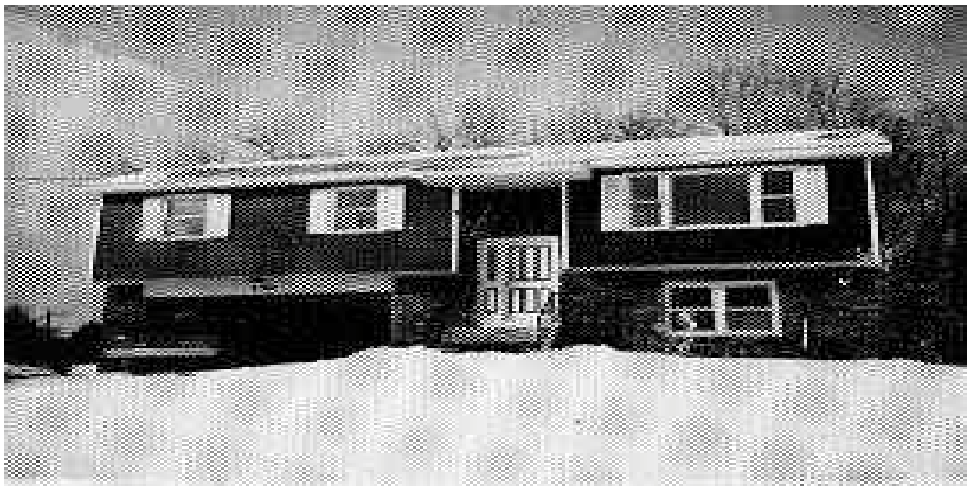


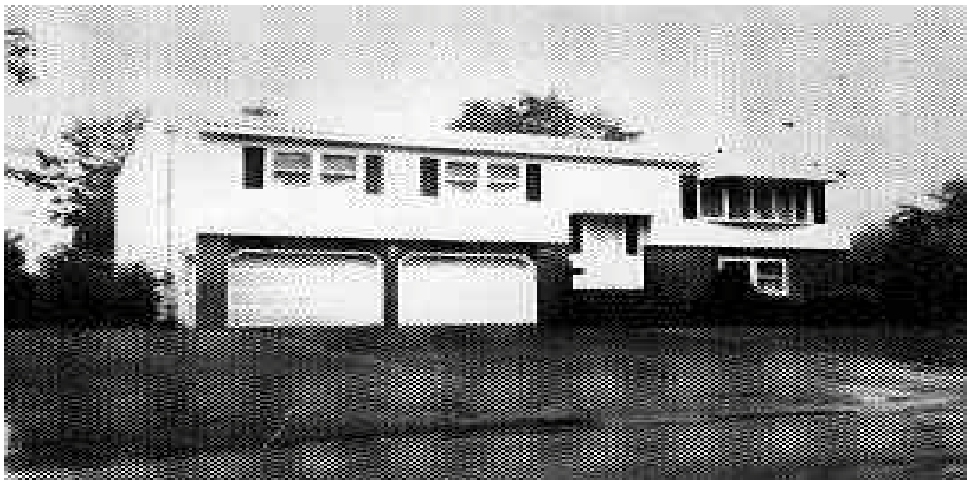
Building Style 02 - Raised Ranch

The Raised Ranch is similar in appearance to the normal Ranch. It is considered to be a 1 story dwelling and usually has three bedrooms, a kitchen, 1 or 1½ baths, and a living room in the first story area of the residence. The major differences between this style and the normal Ranch style is that the basement walls are usually elevated four feet or more above ground level with full-sized windows, and the basement level is used as living area which is usually finished similarly to the main level. This area is recorded as Finished Basement which is valid only for the Raised Ranch and the Split Level Building Styles. Also, it usually includes a basement garage. This building style is commonly referred to as a Bi-Level, High Ranch, Split Entry, or Split Foyer.



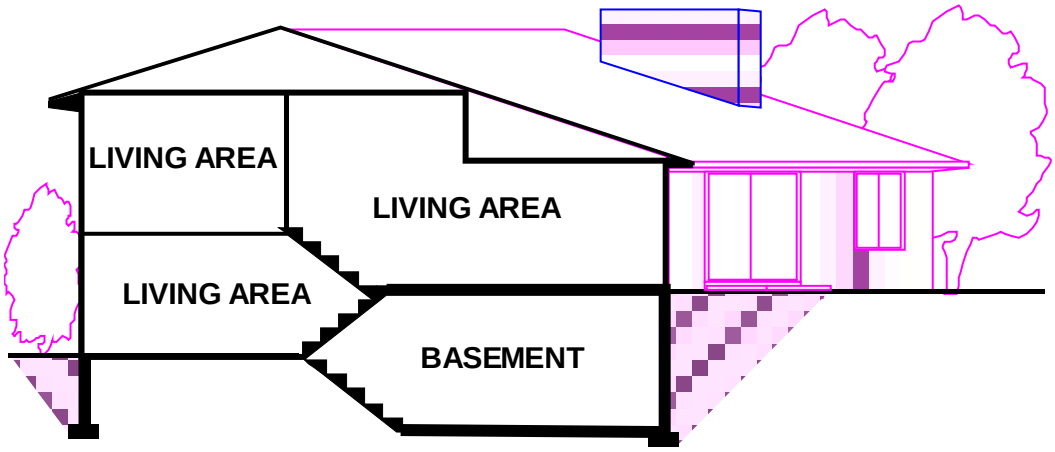
Building Style 02 - Raised Ranch





Building Style 03 - Split Level

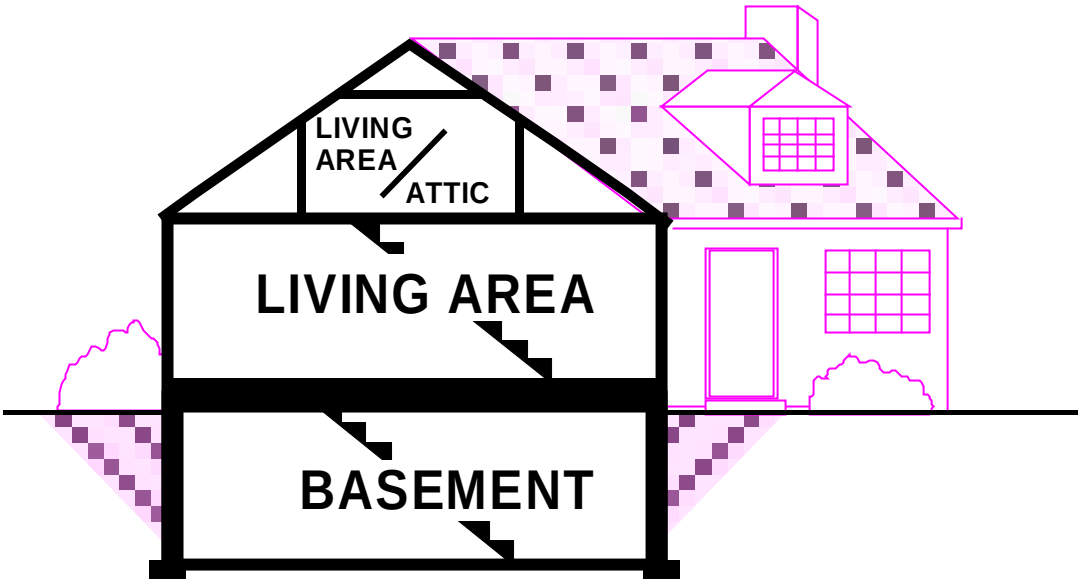
The Split Level building style is similar to the Raised Ranch in that it utilizes space in the basement as living area. This area is recorded as Finished Basement which is valid only for the Raised Ranch and the Split Level Building Styles. It normally has living area on 3 or more levels. The story height of a Split Level residence is typically 1 story with an occasional 1½ or 2 story. It frequently has a basement garage with living quarters above it. Kitchen and dining areas are usually a half level above the garage and a half level below the bedrooms and bath. Usually the levels are side by side but they can also be front to back. These levels are accessed by a half flight of stairs as opposed to the full flight found in most other styles.



Building Style 03 - Split Level

Building Style 04 - Cape Cod

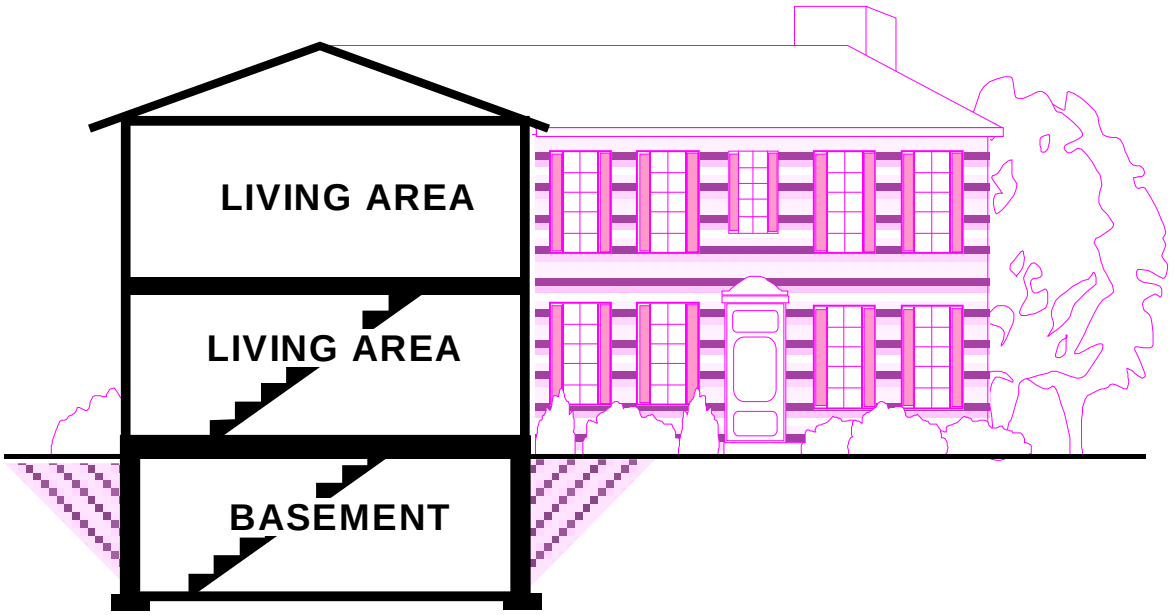
The Cape Cod is typically a 1½ story dwelling with a high-pitched roof and dormers allowing for the half-story finished area. It usually has a full basement. Principal rooms such as the kitchen, living room, bath, and two bedrooms are found on the first floor. Additional living area, usually bedrooms, will be found in the upper area. A full shed dormer increases the story area to a 1¾ story dwelling.



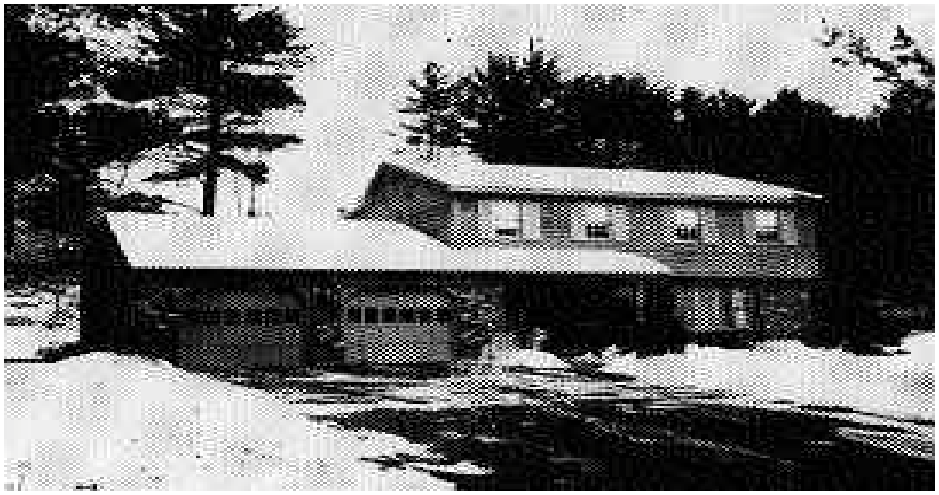
Building Style 04 - Cape Cod

Building Style 05 - Colonial

There are many variations to the Colonial style residence. It is a style which has transcended time and has changed to meet the needs of the marketplace. The Garrison Colonial, New England Colonial, Dutch Colonial, Salt Box, Southern, and Modern Colonials are just a few of the various Colonial styles. These varied styles range anywhere from 2 to 2½ stories with an occasional 1¾ story. The only similarities between the varied styles are a balanced floor plan, a symmetrical exterior appearance, shuttered windows, a central or offset entrance, and normally a gable roof style. In some instances, like the Dutch Colonial, the roof is a Gambrel style. Newer versions of the Colonial are usually 2 story with a covered front porch, attached garage, and a family room situated behind the garage. The second floor living area frequently extends over all or part of the garage.

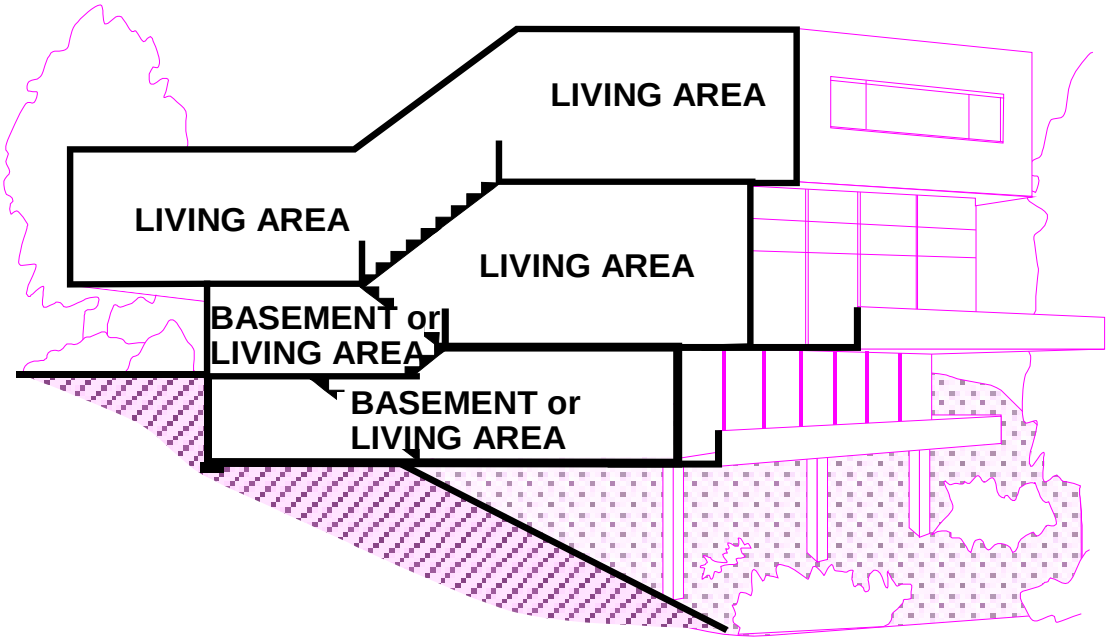


Style 05 – Colonial

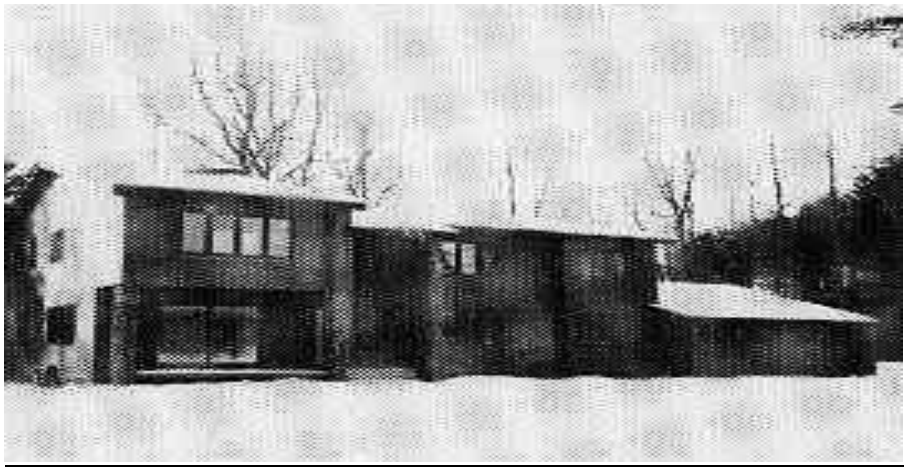


Building Style 06 - Contemporary

This classification is used to describe a dwelling style that is somewhat unique in structure. It is usually custom built with any variety of story heights from 1 to 2, varied rooflines, and is a structure given to open living with many combinations of the traditional room layouts. Large overhangs, split and drop floor levels, large amounts of fixed glass, and unique wood and stone facings typify these homes. The roof may be traditional, shallow or steep gable, flat, hip, mansard, or a unique combination of these. Dwellings of this style are normally considered to have a construction grade of Grade "A" - Excellent or Grade "B" - Good. An exception to this would be the A -Frame style house which usually has a construction grade of Grade "C" - Average or below.

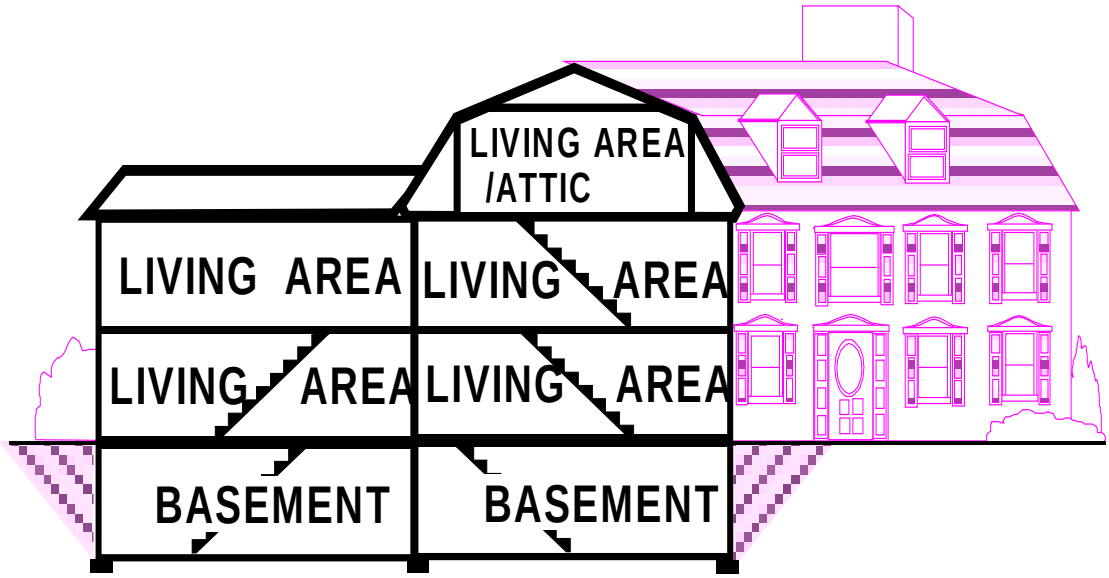


Style 06 - Contemporary

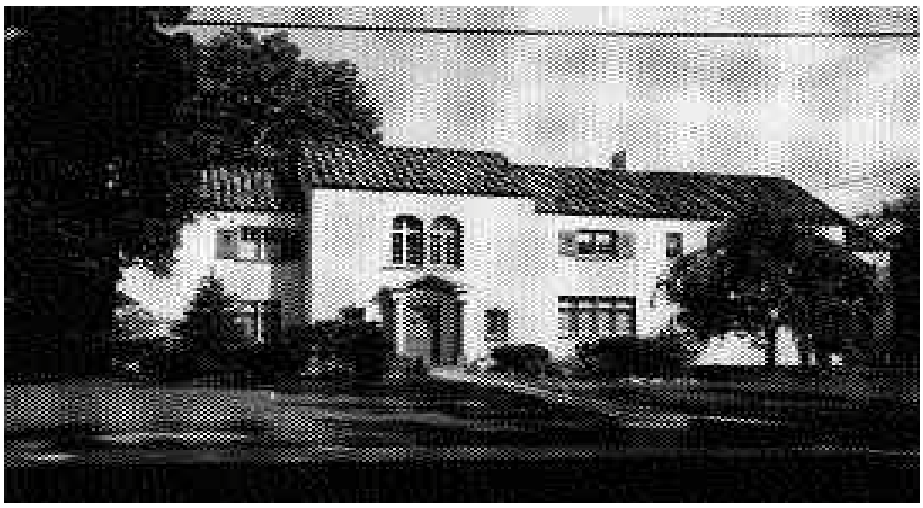


Building Style 07 - Mansion

This style of dwelling is designed and built without regard to cost; the best quality materials are used throughout and you will usually not find two structures which are identical. Normally the number of rooms in a mansion will exceed 10, with nearly 1 bathroom for every bedroom. Large open rooms, multiple kitchens, a large dining room, multiple entertainment rooms, cathedral ceilings, and archways are all common. Also, because of the design and cost of materials, this style should only be used with the Grade "A" - Excellent construction grade.

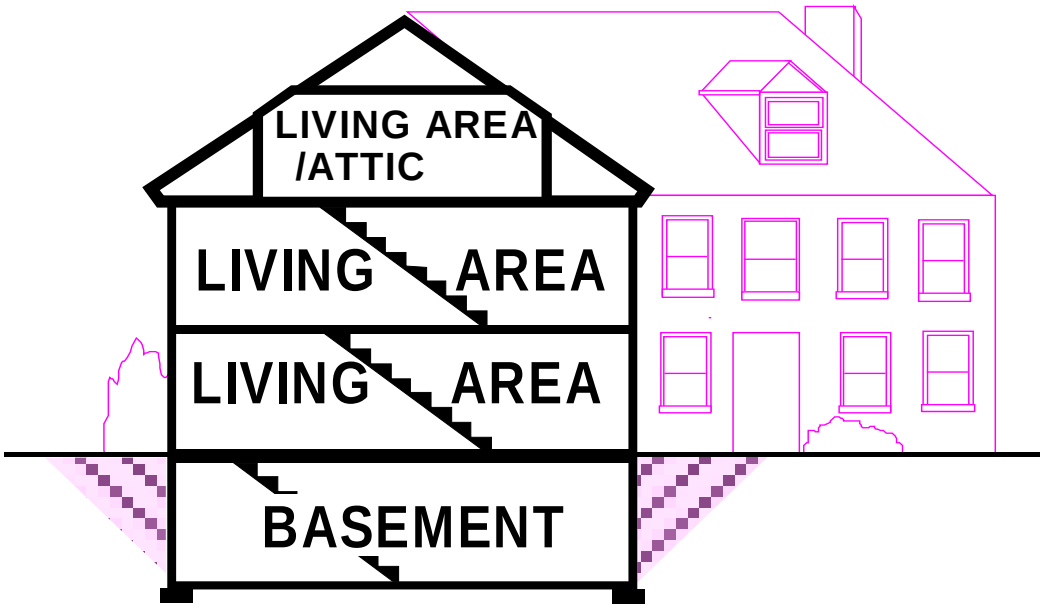


Style 07 – Mansion



Building Style 08 - Old Style

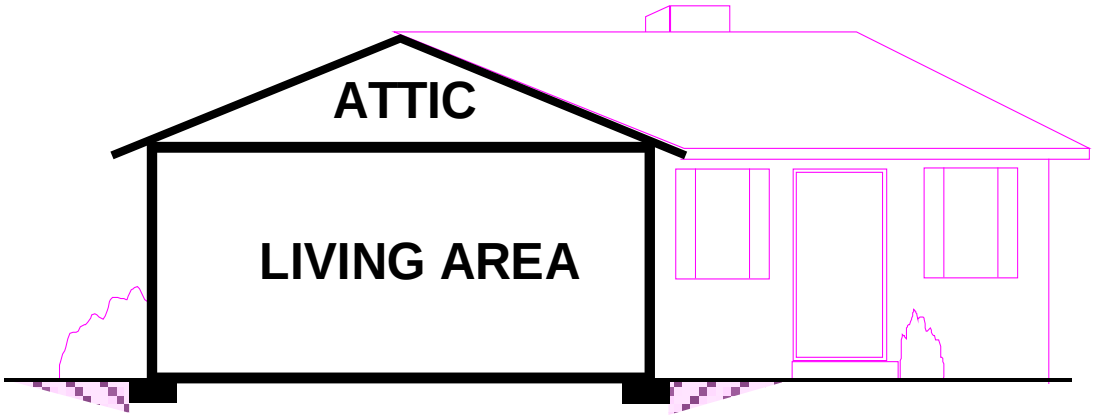
The Old Style residence type is a complex, older structure, built prior to 1950 and often exceeds 100 years in age. It encompasses many varied sizes and combinations of typical dwelling styles. (Both single family and multi-family residences are included in this building style.) A typical Old Style shows signs of physical and functional obsolescence throughout and is of average construction quality. Normally there are many rooms and evidence of several expansions with little regard given to design. It is often characterized by a high pitched roof, concrete or brick or stone foundations, clapboard siding, and some stone or brick facing. Interiors usually contain hardwood floors and trim, lath and plaster walls, plaster or metal high ceilings, and in many cases, old style plumbing fixtures. Principal rooms such as the kitchen, living room, and dining room are on the first floor, with bath and bedrooms on the second floor. Story height may vary from 1½ stories to 3 or 4 stories. The high interior ceilings, complex floor plan, and lack of insulation make them difficult to heat and maintain.



Style 08 - Old Style

Building Style 09 - Cottage

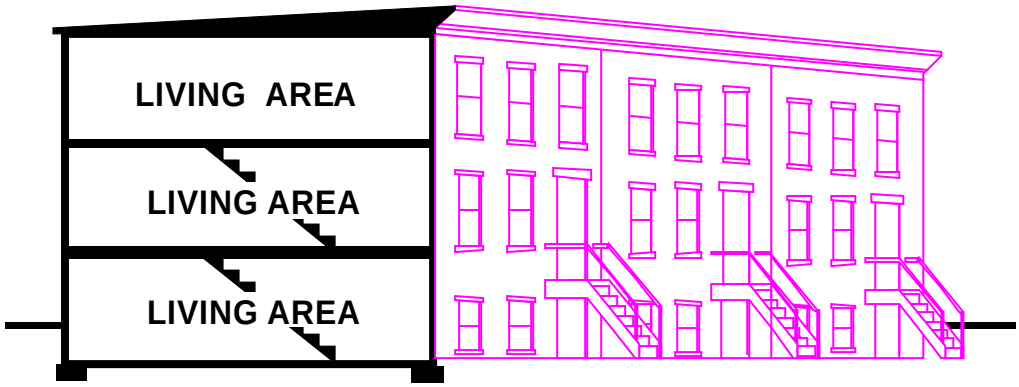
Cottage style residences will typically not exceed 1,000 square feet in size and will typically be average 700 square feet in size, with almost square dimensions. This residence style has a low roof pitch with either a gable or hip roof. The interior is simply finished and it may or may not have plumbing, electricity, or heat. There are only 4 rooms in most cottages: the living room, kitchen, two bedrooms, and a bath. Normally, this residence is used as a seasonal residence or a starter residence. It is usually either a Grade "D" - Economy or Grade "E" - Minimum construction grade.



Style 09 – Cottage

Building Style 10 - Row House

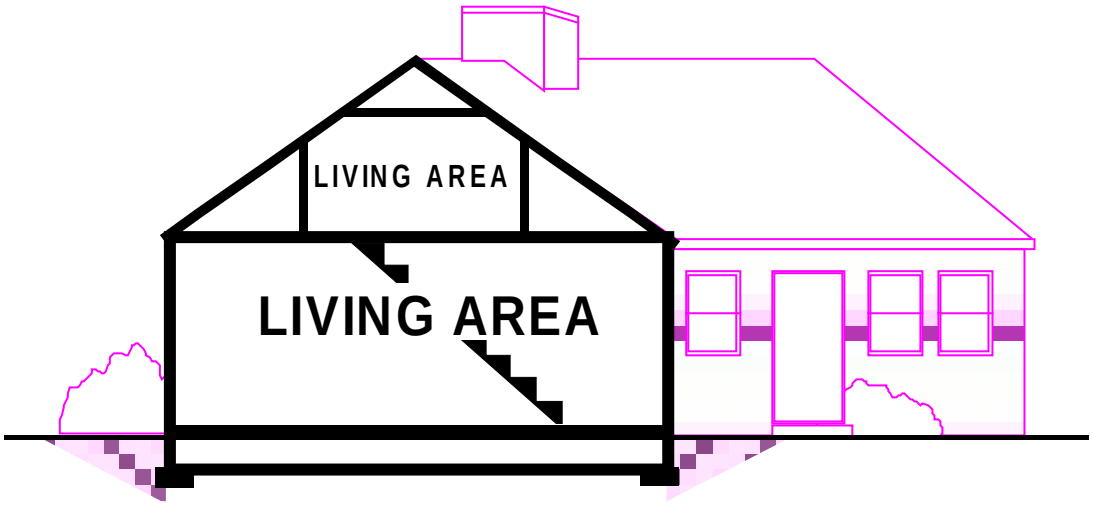
Row Houses are normally older structures, built before 1950, in an urban neighborhood which share a common wall with neighboring residences. These residence styles sometimes share an entire city block and are 2 to 5 stories in height. They are an urban, dense population type structure which will often occupy the entire lot. The exterior finish is typically brick or stone with a flat roof.



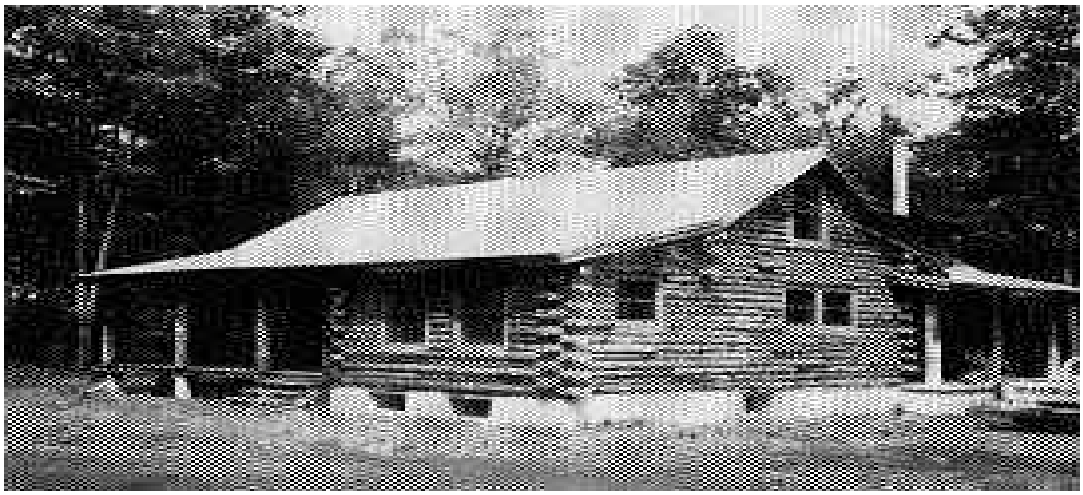
Style 10 - Row House

Building Style 11 - Log Cabin

This dwelling style marks a resurgence of the historical log cabin dwelling. It can be constructed with any variety of design and is typified by the use of wood logs as the primary building material.

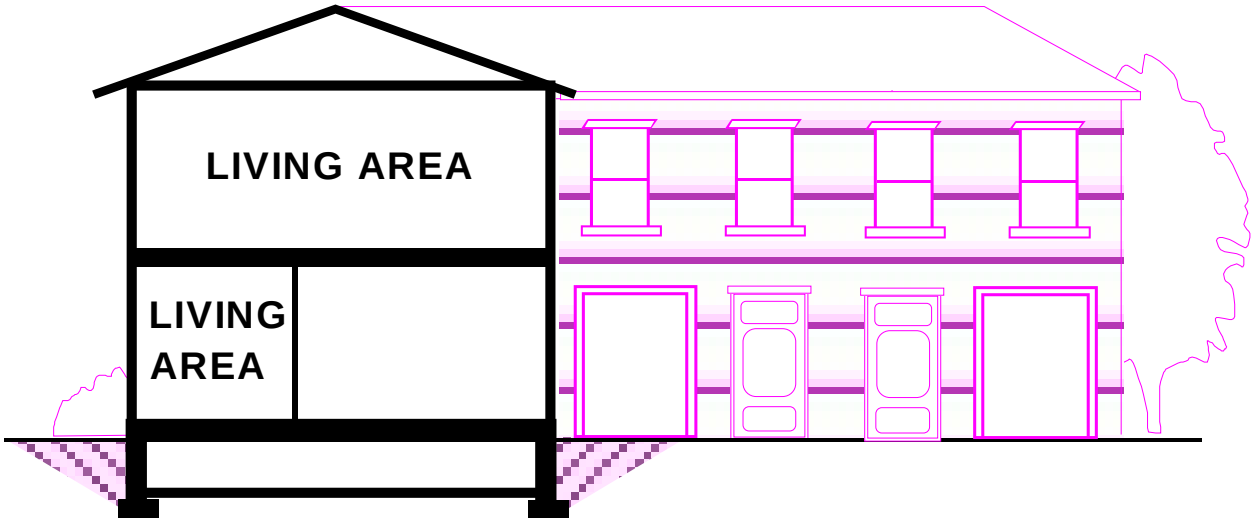


Style 11 - Log Home



Building Style 12 - Duplex

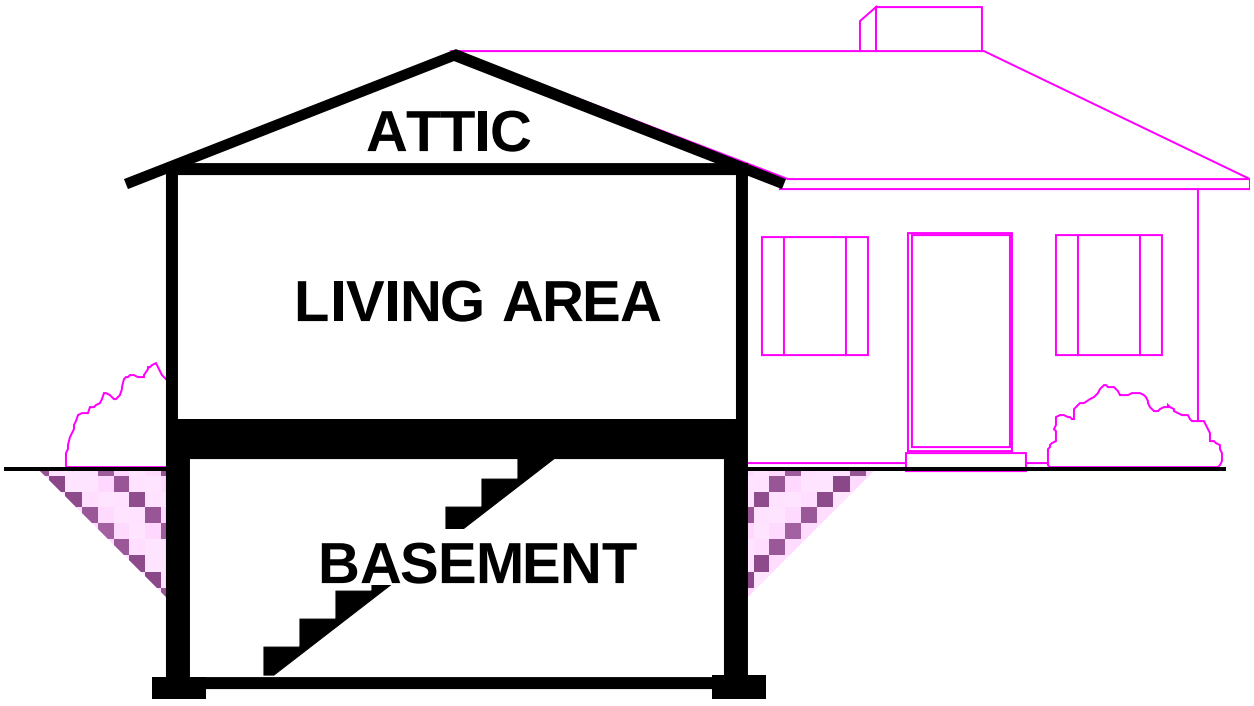
The Duplex style is defined as a multi-family residence, which was built after 1950. Multi-family residences built prior to 1950 should be recorded as an Old Style. The Duplex Style is usually a horizontal, side-by-side unit. It often resembles the Raised Ranch style or the Colonial style in that it is generally symmetrical with a balanced array of windows, doors, and garages on the front.



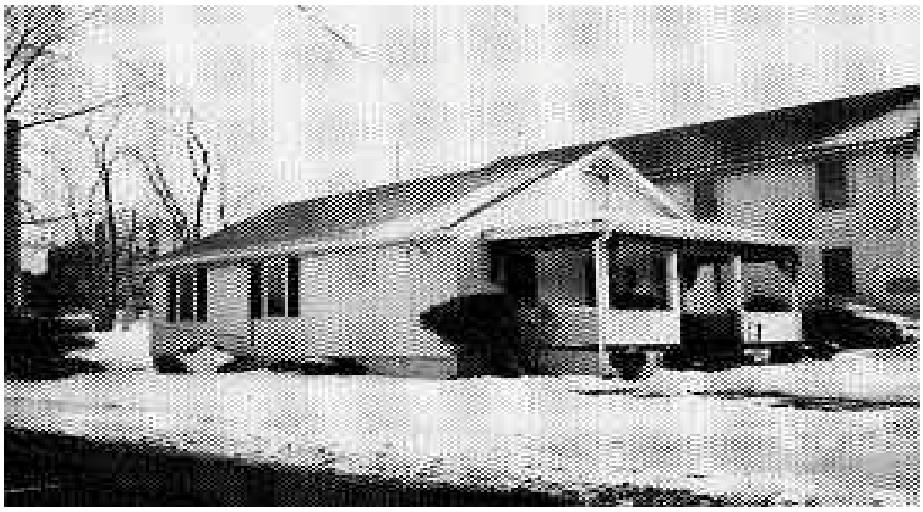
Building Style 12 – Duplex

Building Style 13 - Bungalow

The Bungalow is a small residence, usually averaging less than 1,000 square feet in size. Bungalow style homes were built most frequently in the early 1900's and reached peak popularity in the late 1920's. They were built with 2 or 3 bedrooms in a row on one side of the interior floor plan, a living room-dining room combination, and a kitchen and pantry opposite the bedrooms. This floor plan is considered outdated and as such displays some functional obsolescence. Front and rear porches (covered or enclosed) are commonly used either as an entryway or for storage in this style. In some cases, Bungalows have a ½ area or attic which is finished; this finished area is usually inferior to the first story and was not complete when the house was first constructed.



Building Style 13 - Bungalow

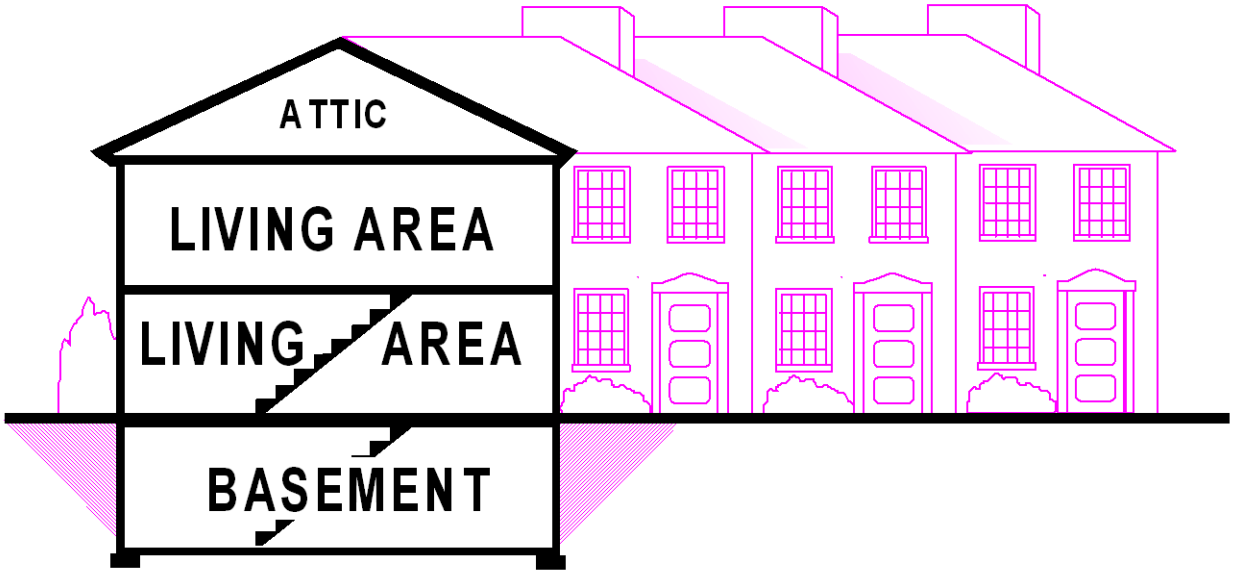


Building Style 14 - Other

This style should have very limited use. If a specific residence is not close in style to any of the other descriptions, this code should be used. Where no other building style fits the residence being data collected, ORPS data collectors should use this code**. The individual municipalities must determine what building types will be collected as Other Style**.

Building Style 15 - Town Houses

Town Houses are multiple single family dwellings of varied style which are typically 2 stories in height and share common walls. They generally have frame construction and have been built subsequent to 1950. These differ from condominiums in that the land is individually owned.



Building Style 15 - Town Houses

Building Style 16 – A-Frame

This triangular shaped home is named for the distinctive shape of its roofline, a steeply sloping roof that extends to the ground on two sides. The steep slope of the A-frame roof is designed to reduce heavy snow build up. The sloped roof creates a half floor at the top of the house that can be used as a loft or storage space. Also, this roofline creates a triangular "dead space" at the base of the walls on each floor. There are large windows on the front and rear facades, which are usually 1.5 or 2.5 in story height. A-frame houses have limited living space and are usually built as vacation cottages.

Building Style – 17 – Manufactured Housing

Manufactured homes are structures built as dwelling units with a permanent chassis to assure the transportability of the home. The steel chassis is generally a permanent and necessary structural component. Manufactured homes built in the U.S. after July 15, 1976 must contain a red label on the home; the label is the manufacturer's certification that the home section is built in accordance with the HUD construction and safety standards. The term "Manufactured Housing" is used for factory-built homes produced prior to June 15, 1976, when the HUD Code went into effect. By 1970, these homes were built to voluntary industry standards that were eventually enforced by 45 of the 48 contiguous states.

This code does not include Modular housing. Modular homes can be transported on a chassis, but the undercarriage is generally not a permanent or necessary structural component. Modular housing should be priced the same as "site-built" homes.

GENERAL BUILDING STYLE CHARACTERISTICS

BLDSTY		STORY HEIGHT	YEAR BUILT	GRADE	FIRST STORY LIVING AREA	FINISHED ATTIC	FINISHED BASEMENT	FINISHED REC ROOM	BASEMENT TYPE	ROOM SIZE	SFLA
RANCH	(01)	1.0	›1950	ANY	700-3000	No	No	Y/N	ANY	AVERAGE	700-3000
RAISED RANCH	(02)	1.0	›1959	B-D	700-2000	No	Yes	No	Full Bsmt. W/Garage	AVERAGE	700-3000
SPLIT LEVEL	(03)	1.0-2.0	›1950	B-D	700-2000	No	Yes	No	Partial-Full W/Bsmt Garage	AVERAGE	700-3000
CAPE CODE	(04)	1.5-1.7	›1930	B-D	700-2000	No	No	Y/N	ANY	SMALL-AVERAGE	700-2000
COLONIAL	(05)	2.0-2.5	ANY	A-D	700-2500	Y/N	No	Y/N	ANY	AVERAGE-LARGE	1000-4000
CONTEMPORARY	(06)	ANY	›1960	A-C	700-3000	Y/N	No	Y/N	ANY	AVERAGE-LARGE	700-4000
MANSION	(07)	ANY	ANY	A-B	1500-ANY	Y/N	No	Y/N	Partial-Full	AVERAGE-LARGE	3000-ANY
OLD STYLE	(08)	ANY	‹1950	ANY	500-2500	Y/N	No	No	ANY	ANY	700-4000
COTTAGE	(09)	1.0-1.5	ANY	C-E	300-800	Y/N	No	No	Slab-Crawl	SMALL	300-1200
ROW	(10)	2.0-4.0	‹1950	B-D	600-1500	Y/N	No	No	ANY	SMALL-AVERAGE	1200-4000
LOG CABIN	(11)	1.0-2.0	›1960	B-D	600-1500	Y/N	No	No	ANY	AVERAGE	600-2000
DUPLEX	(12)	ANY	›1950	B-D	1000-2000	Y/N	No	Y/N	ANY	AVERAGE	1000-4000
BUNGALOW	(13)	1.0-1.5	‹1940	C-E	600-1000	Y/N	No	Y/N	ANY	SMALL-AVERAGE	600-1200
TOWN HOUSE	(15)	2.0	›1950	B-C	600-1000	No	No	No	FULL	AVERAGE	1200-2000

THIS IS A GENERAL GUIDE TO BUILDING STYLE CHARACTERISTICS, SOME RESIDENCE, ALTHOUGH THEY FIT A PARTICULAR BUILIDING STYLE, MAY FALL OUTSIDE OF THE CRITERIA SHOWN HERE.

8.2# NUMBER OF STORIES

This data item is used to record the highest story height in the residence. In order to accommodate less than a full story, this item has been designated as a two position field with one decimal place. Its application and definitions are exactly the same in RPSV3 and RPSV4.

Following are examples of how various story heights should be recorded on the card:

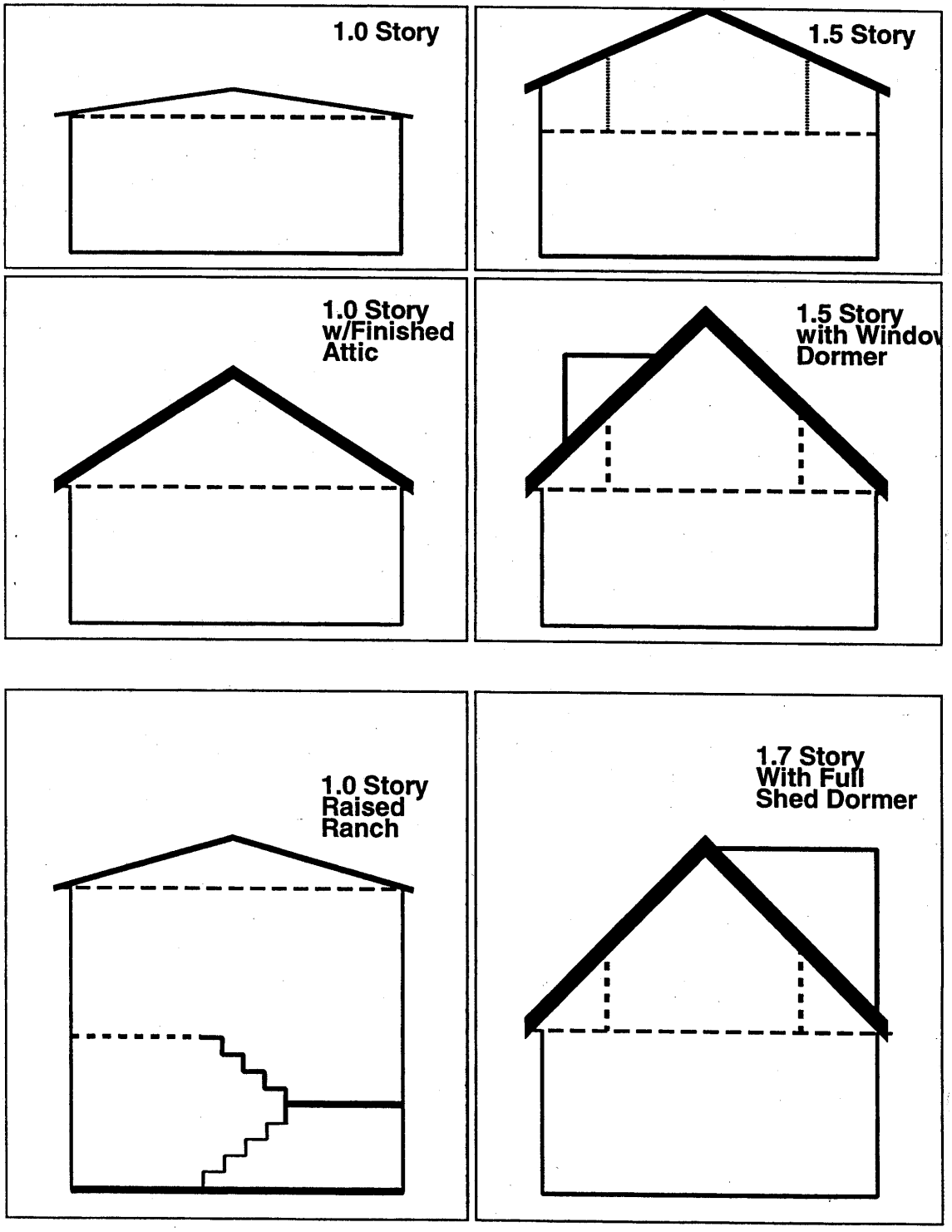
EXAMPLES

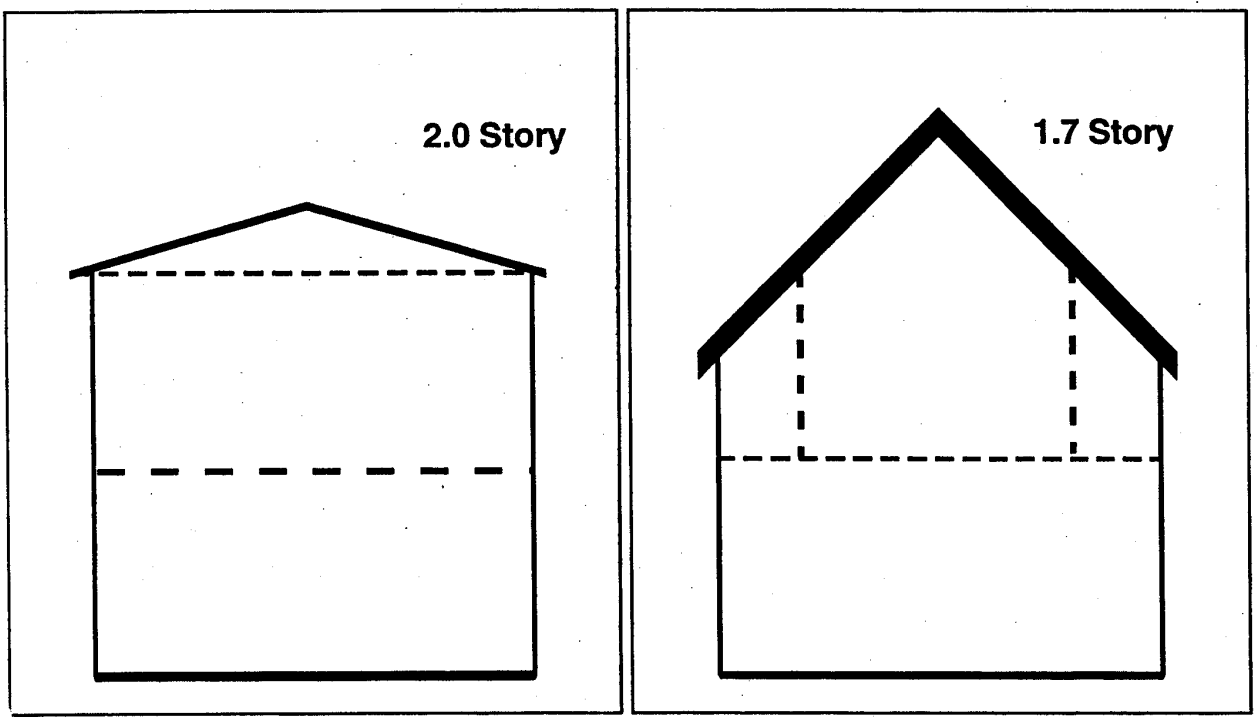
1 story	=	1.0
1 ½ story	=	1.5
1 ¾ story	=	1.7
2 story	=	2.0
2 ½ story	=	2.5
2 ¾ story	=	2.7
3 story	=	3.0
3 ½ story	=	3.5

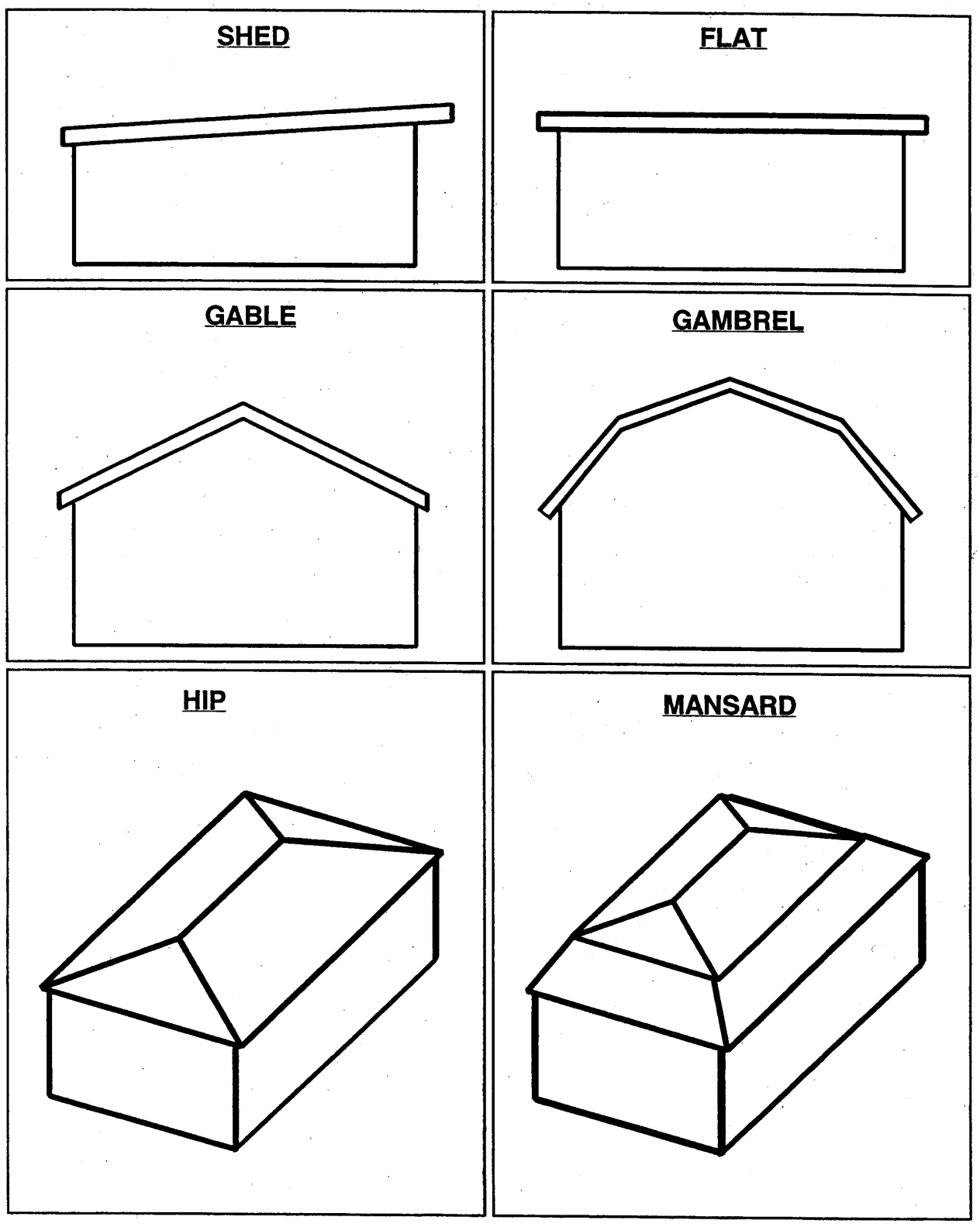
On the following 3 pages you will find illustrations of assorted story heights, as well as diagrams of common roof types.

NOTE: Building Styles 01 - Ranch and 02 - Raised Ranch must be collected with a story height = 1.0.

Sample Diagrams - Residential Building Story Heights




2.0 Story
1.7 Story


SHED
FLAT
GABLE
GAMBREL
HIP
MANSARD

8.3# EXTERIOR WALL MATERIAL

This item is used to record the predominate facing material used in the construction of the exterior walls.

EXTERIOR WALL MATERIAL CODES

01 - Wood
02 - Brick
03 - Aluminum/Vinyl
04 - Composition
05 - Concrete
06 - Stucco
07 - Stone
08 - Synthetic Material

EXTERIOR WALL MATERIAL CODE DEFINITIONS

01 - Wood - Indicates use of any wood surface such as clapboard siding, board and batten, wood shakes or shingles; exterior wood panels (commonly referred to as Texture 111), or logs.

02 - Brick - Indicates use of solid brick or veneer masonry brick construction.

03 - Aluminum/Vinyl - Indicates use of aluminum or vinyl siding.

04 - Composition - Indicates use of asbestos shingles, asphalt shingles, masonite siding, or insul-board.

05 - Concrete - Indicates use of concrete block or solid concrete construction.

06 - Stucco - Indicates use of cement stucco applied over an exterior wall of frame or masonry.

07 - Stone - Indicates use of limestone, sandstone, or cobblestone construction.

08 - Synthetic Materials – Produced by chemical synthesis (man-made).

8.4# ACTUAL YEAR BUILT

This is the variable for chronological age. This item is used to record the actual year in which the residence was constructed. If the owner does not know the actual year of construction, estimate to the best of your ability using the General Building Style Characteristics chart on page 34 and similar properties with known ages as a guide. This item functions exactly the same in Version 4 as it did in Version 3.

8.5 EFFECTIVE YEAR BUILT

This item is used to record the effective age of a building(s) on a site. Typically, effective age is determined by comparing the physical condition of one building with that of other like-use newer buildings. Effective age may or may not reflect the actual or chronological age, since maintenance and design are factors that may increase or decrease the aging process. For a complete guide to this topic and some sample calculations, see Assessor's Manual, Commercial Building Section 9.

8.6 YEAR REMODELED

This item is used to record the year in which the subject property was remodeled. Usually this means that there was enough remodeling activity to effect a property value change. This item will be a factor in the calculation of "Effective Year Built".

8.7 NUMBER OF KITCHENS

This item is used to record the number of complete kitchens in the residence. The facility must be equipped with, at a minimum, a functional sink, range and/or oven, and a refrigerator.

8.8 KITCHEN QUALITY

This item records the quality of the kitchen(s) as a value determinant.

KITCHEN QUALITY CODES:

1-Poor
2-Fair
3-Normal
4-Good
5-Excellent

KITCHEN QUALITY CODE DEFINITIONS:

1- Poor- This indicates kitchen is approaching unsound condition. There are obvious signs of deterioration due to deferred maintenance over a long period of time. There may be old fixtures and appliances, no built-in cabinets or counter-tops, and two or less electric outlets. A pantry may be the only storage area, the hot water heater may be a kitchen appliance, and the stove may be used to heat part of the house

2- Fair- This indicates that the kitchen shows signs of deferred maintenance relative to its age, but is quite usable as-is. It requires greater than normal maintenance or repairs to restore it to normal condition. There may be some home-made or cheap commercial cabinets and counter-tops, and possibly a few built-ins. Appliances are approximately 20 to 30 years old, and are usually colored olive, gold, brown or turquoise.

3- Normal- This indicates the kitchen shows normal signs of wear and tear for its age, and few signs of deferred maintenance. Contains a full line of commercial cabinets and countertops, and maybe even a dishwasher. There is adequate lighting and three or more electrical outlets. Kitchen is perfectly suitable for use, even though the style and features of cabinets, flooring and appliances may be slightly out of date.

4- Good- This indicates the kitchen shows no signs of wear and tear due to greater than normal maintenance, partial renovation or installation of new appliances. Contains upscale commercial cabinets and countertops, a full complement of modern appliances, and electrical outlets every two feet of countertop.

5- Excellent- This indicates the kitchen is in like new condition, shows no evidence of physical deterioration, and is fully equipped with the best of everything. May contain ceramic tile, designer wallpaper, and over-size/semi-commercial appliances. Designed to be used for gourmet cooking and frequent entertainment.

8.9# NUMBER OF BATHS

This item is used to record the number of full bathrooms in the residence. A full bathroom is one that consists of three or more fixtures; usually a water closet, water basin, and bathtub and/or shower stall. This number is recorded as a whole number.

8.10 NUMBER OF HALF-BATHS

A half-bath is one that consists of only two fixtures, usually a water closet and a water basin. This entry is recorded as a whole number.

8.11 BATH QUALITY

This item records the quality of the bathroom(s) as value determinant.

BATH QUALITY CODES:

1- Poor
2- Fair
3- Normal
4- Good
5- Excellent

BATH QUALITY CODE DEFINITIONS

1- Poor- This indicates bath is approaching unsound condition. There are obvious signs of deterioration due to deferred maintenance over a long period of time. There may be old fixtures on a linoleum floor, no built-in cabinets or counter-tops, and no electric outlets. There is one pull chain light. There may be a claw foot tub with no shower assembly, a two-piece toilet with the tank mounted separately from the bowl, possibly near the ceiling. The sink may be cast iron, and have separate non-mixing faucets. There may be no storage, and possibly a mirror with no medicine chest.

2- Fair- This indicates that the bath shows signs of deferred maintenance relative to its age, but is quite usable as-is. It requires greater than normal maintenance or repairs to restore it to normal condition. There may be a homemade or cheap commercial vanity and counter-top, and a vinyl tile floor. The light may have a wall switch, and there may be one electrical outlet. The tub may have a shower assembly. Fixtures are approximately 30 to 40 years old, and may be colored pink, gold, brown or green.

3- Normal- This indicates the bath shows normal signs of wear and tear for its age, and few signs of deferred maintenance. Contains a standard commercial vanity, and possibly cabinets, countertops and ceramic tile. There is adequate lighting and two or more electrical outlets. Bath is perfectly suitable for use, even though the style and features of vanity, flooring and fixtures may be slightly out of date.

4- Good- This indicates the bath shows no signs of wear and tear, due to greater than normal maintenance, partial renovation or installation of new fixtures. Contains upscale commercial vanity, cabinets and countertops.

5- Excellent- This indicates the bath is in like new condition, shows no evidence of physical deterioration, and is fully equipped with the best of everything. May contain ceramic tile, marble floor, designer wallpaper, and whirlpool tub with separate shower stall. There may be a separate room for the toilet and bidet. Designed to be a showplace for frequent entertainment.

8.12 NUMBER OF BEDROOMS

This item is used to record the number of rooms in a residence that were designed to be used primarily as a bedroom, even though they may currently be used as an office or den. The entry must be made in whole number form (e.g., 01, 02 ... 11,12).

8.13 NUMBER OF ROOMS

An overall room count for the residence being data collected. The entry must be made in whole number form (e.g., 01, 02 ... 11,12).

8.14# FIREPLACE

This item is used to record the actual number of openings for functional fireplaces that exist in the residence. Woodstoves and freestanding fireplaces are not to be recorded here. This entry must be made in whole number form (e.g., 01, 02 ... 11,12).

8.15# HEAT TYPE

This item is used to record whether the residence has central heat (e.g., a heating unit that supplies heat to most or all of the living area in the residence). If there is a secondary heating system in the residence, the central (main) system is indicated here and the other system should be detailed as to heat type and fuel source in the notes area.

HEAT TYPE CODES

1 - No Central Heat
2 - Hot Air
3 - Hot Water/Steam
4 - Electric

HEAT TYPE CODE DEFINITIONS

1 - No Central Heat - This indicates that there is no heat source, or heat is primarily provided by stoves or space heaters.

2 - Hot Air - This indicates that heat is primarily provided through a central forced air system.

3 - Hot Water/Steam - This indicates that heat is provided primarily though a central hot water or steam system.

4 - Electric - This indicates that heat is primarily provided through an electric baseboard heating system.

8.16 FUEL TYPE

This item is used to indicate the primary fuel source. If a combination of fuel types is used, select the predominant fuel source.

FUEL TYPE CODES

1 - None
2 - Gas (natural or LP)
3 - Electric
4 - Oil
5 - Wood
6 - Solar
7 - Coal
8 - Geothermal heat

8.17 CENTRAL AIR

This item is used to indicate whether the residence has central air conditioning.

CENTRAL AIR CODES

Blank - No Central Air in residence
1 - Yes Central Air in residence

8.18# BASEMENT TYPE

This item indicates the type of basement and foundation upon which the house is built.

BASEMENT TYPE CODES

1 - Pier/Slab
2 - Crawl
3 - Partial
4 - Full

BASEMENT TYPE CODE DEFINITIONS

1 - Pier/Slab - This indicates a residence without a basement, that is built either on a concrete slab or on individual piers or pilings.

2 - Crawl - This indicates a residence that has no basement as described in definitions 3 (Partial) and 4 (Full), but it does have a crawl space. A crawl space consists of the area between the ground and a joisted first floor set on foundation walls.

3 - Partial - This indicates a residence that has been excavated to provide a basement six or more feet in height beneath 75 percent or less of the first floor area. The remainder of the first floor area is over either crawl space, piers, or a slab.

4 - Full - This indicates a residence that has been excavated to provide a basement six or more feet in height beneath more than 75 percent of the first floor area.

8.19 BASEMENT GARAGE CAPACITY

This item is used to record the actual number of cars (usually 1 or 2) which a basement garage has been designed to hold.

8.20# OVERALL CONDITION

This item is used to record the overall physical condition of the residence. Careful consideration should be given to interior walls and ceilings, interior finish, kitchen cabinets and counters, heating, plumbing, and electrical equipment. Also considers exterior foundation, chimneys, porches, siding, and roofing. This data entry item functions exactly the same in Version 4 as it does in Version 3.

CONDITION CODES

1 - Poor
2 - Fair
3 - Normal
4 - Good
5 – Excellent

CONDITION CODE DEFINITIONS

1 - Poor - This indicates that the structure is severely dilapidated and is badly in need of repair. This home is "barely habitable" and is often found abandoned. Clutter or uncleanliness does not always indicate actual deterioration of building components.

2 - Fair- This indicates that the structure shows definite signs of deferred maintenance. The functional utility is somewhat diminished but the house is usable. It could be characterized as "needing work". Clutter or uncleanliness does not always indicate actual deterioration of building components.

3 - Normal - This indicates that the structure shows only minor signs of deterioration caused by normal "wear and tear". The residence is usable and reflects an ordinary standard of maintenance.

4 - Good - This indicates that the residence is in "like-new" condition. It shows limit signs of deferred maintenance and reflects above normal upkeep. Older homes may have undergone major remodeling.

5 - Excellent - This indicates that the residence does not require any work at all and appears to be in "new" condition.

8.21 EXTERIOR CONDITION

This item is used to record the extent in which exterior physical condition of the residence is used as an additional value determinant. Careful consideration should be given to exterior foundation, chimneys, porches, siding, windows and roofing.

EXTERIOR CONDITION CODES

1 - Poor
2 - Fair
3 - Normal
4 - Good
5 - Excellent

EXTERIOR CONDITION CODE DEFINITIONS

1 - Poor - This indicates that the outer surfaces are severely dilapidated and are badly in need of repair. The roof may be missing shingles or have "homemade" repairs. The siding may be rotten, have pieces missing, or be in dire need of paint. The windows may be in poor condition, have glass panes missing, or have some boarded-up openings. The foundation may be missing pieces or be sinking noticeably, and daylight may be visible from inside. This home may be "barely habitable" (depending on the interior condition) and is often found abandoned. Uncleanliness does not always indicate actual deterioration of exterior building components.

2 - Fair - This indicates that the exterior shows definite signs of deferred maintenance. The functional utility of the exterior components are somewhat diminished but the house is usable as is. Shingles may be curled, but in place. Siding may be warped and need painting, but is firmly in place. Foundation may be in need of pointing-up. It could be characterized as "needing work" i.e. new paint, siding, roof, upgraded windows, etc. Clutter or uncleanliness does not always indicate actual deterioration of exterior building components.

3 - Normal - This indicates that the exterior shows only minor signs of deterioration caused by normal "wear and tear". The residence is usable and reflects an ordinary standard of maintenance. Exterior needs only "patch and paint" to look like new.

4 - Good - This indicates that the residence exterior is in "like-new" condition. It shows no signs of deferred maintenance and reflects above normal upkeep. Older homes may have undergone major exterior remodeling, such as new roof, new siding, replacement windows, etc.

5 - Excellent - This indicates that the residence exterior does not require any work at all and appears to be in "new" condition. Usually this condition is found in expensively constructed residences that show professional care and constant maintenance.

8.22 INTERIOR CONDITION

This item is used to record the extent to which the interior physical condition of the residence is used as an additional value determinant. Careful consideration should be given to interior walls and ceilings, interior finish, kitchen cabinets and counters, heating, plumbing, and electrical equipment.

INTERIOR CONDITION CODES

1 - Poor
2 - Fair
3 - Normal
4 - Good
5 – Excellent

INTERIOR CONDITION CODE DEFINITIONS

1 - Poor - This indicates that the structure's interior is severely dilapidated and is badly in need of repair. Look for sloping floors, slumping walls, and wet spots. This home is "barely habitable" and is often found abandoned. Clutter or uncleanliness does not always indicate actual deterioration of interior building components.

2 - Fair - This indicates that the structure's interior shows definite signs of deferred maintenance. The functional utility is somewhat diminished but the house is usable. It could be characterized as "needing work". Clutter or uncleanliness does not always indicate actual deterioration of interior building components.

3 - Normal - This indicates that the structure's interior shows only minor signs of deterioration caused by normal "wear and tear". The residence is usable and reflects an ordinary standard of maintenance. Interior needs only "patch and paint" to look like new.

4 - Good - This indicates that the residence's interior is in "like-new" condition. It shows no signs of deferred maintenance and reflects above normal upkeep. Older homes may have undergone major remodeling.

5 - Excellent - This indicates that the residence does not require any work at all and appears to be in "new" condition. Usually this condition is found in expensively constructed residences that show professional care and constant maintenance.

8.23# CONSTRUCTION GRADE

This is the variable for overall construction grade. This item is used to record the overall construction grade of materials and quality of workmanship found in the residence. This item functions exactly the same in Version 4 as it did in Version 3.

CONSTRUCTION GRADE CODES

A - Excellent
B - Good
C - Average
D - Economy
E - Minimum

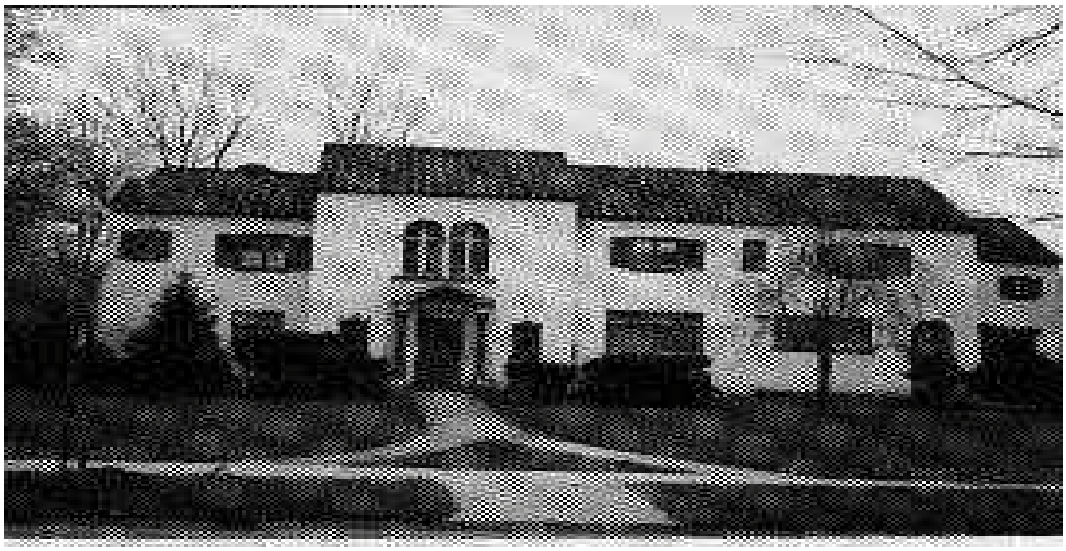
CONSTRUCTION GRADE CODE DEFINITIONS

On the following pages, you will find a definition for each grade. Along with the definition, you will find a photograph(s) depicting a typical residence(s) of that grade.

Following the individual grade definitions is a Residential Grade Guide. This may be helpful in determining the grade of the residence being collected.

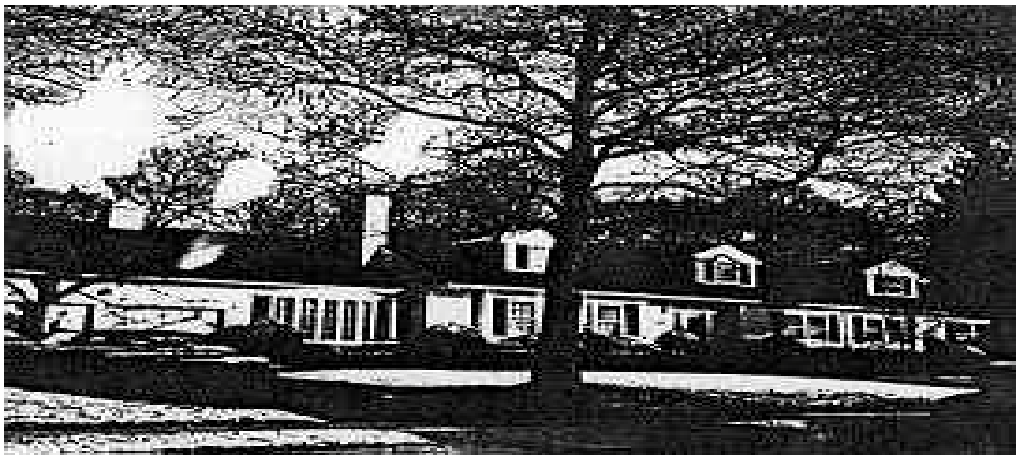
Grade A - Excellent

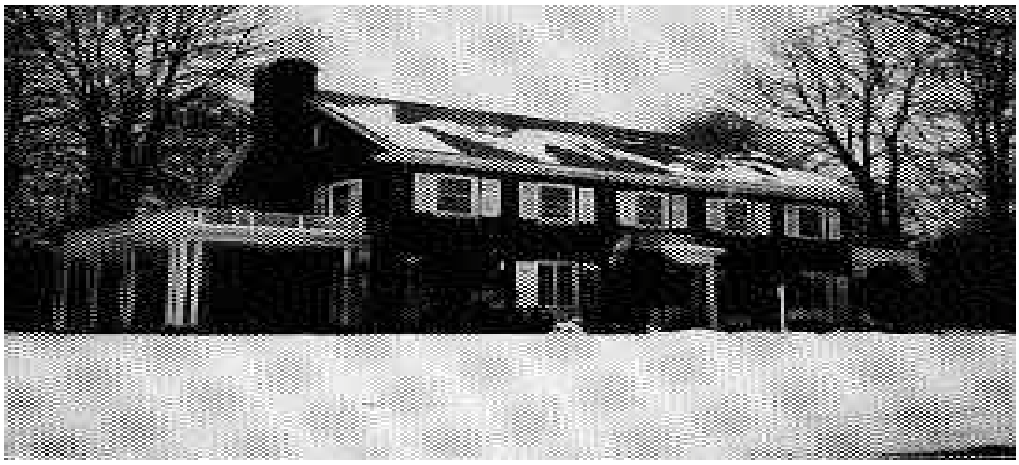
The Grade "A" residence is a unique structure which has been designed by an architect. The best quality materials and the highest level of workmanship available at the time of construction are found throughout. Typically there will be special features such as unusual shape or design, an imposing entrance, elaborate windows and/or staircases, cathedral ceilings, and archways. Aesthetically pleasing or special purpose features and rooms are often included in such properties even though they add considerably to the construction cost. A residence of this quality often has almost as many bathrooms as bedrooms. Usually this grade residence will be a building style 07 - Mansion and property class 250 - Estate.



Grade B - Good

The Grade "B" residence is a well constructed home which is usually large in size. It is typically custom built to specific plans, either individually or in a group (possibly even in a sub-division). It is usually found in a neighborhood of quality homes with larger lots. A Grade "B" home is best categorized by the utilization of very good workmanship and high quality construction materials. It is designed with greater concern for efficiency and less concern for aesthetic qualities than the Grade "A" home. Rooms will be large and arranged in a most efficient manner. The kitchen will have abundant counter and cabinet space with built-in appliances. Also, abundant closet space, good quality appliances, and good quality heating and plumbing fixtures are common items in this structure.



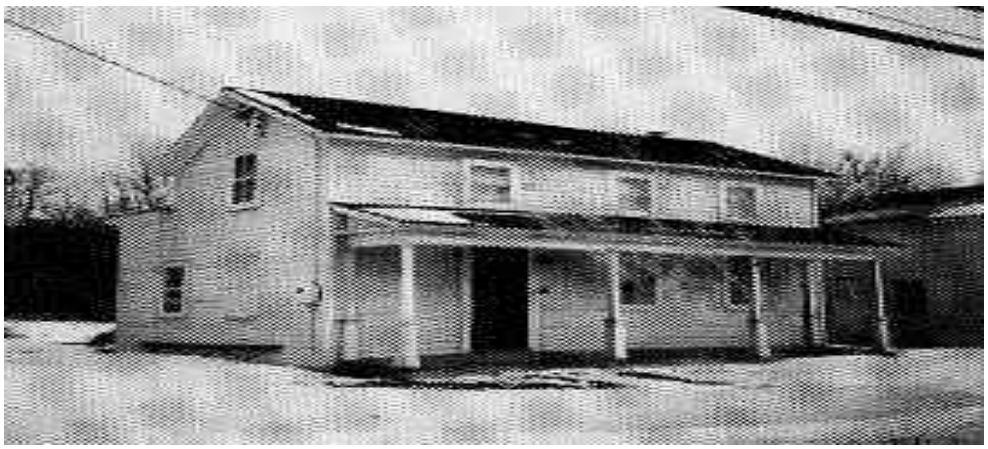


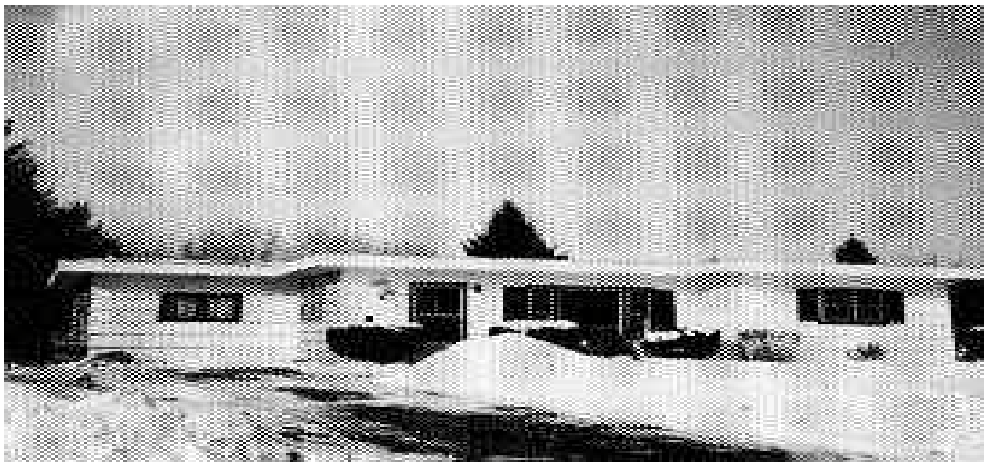
Grade C - Average

The Grade "C" home is the most commonly constructed grade residence. The newer Grade "C" residences are commonly subdivision homes which may be mass produced in many areas. The construction materials and workmanship are standard for the year in which the residence was built, as are the arrangement and quality of doors, windows, plumbing, and heating. The house is generally adequate with regard to reasonable comfort but there are few expenditures for purely ornamental purposes. Vinyl and ceramic floors and walls are common in kitchen and bath. Closet space is usually adequate. While these homes are generally constructed on site, they can be pre-cut or prefabricated in whole, or in part, in order to permit efficient construction.

Grade D - Economy

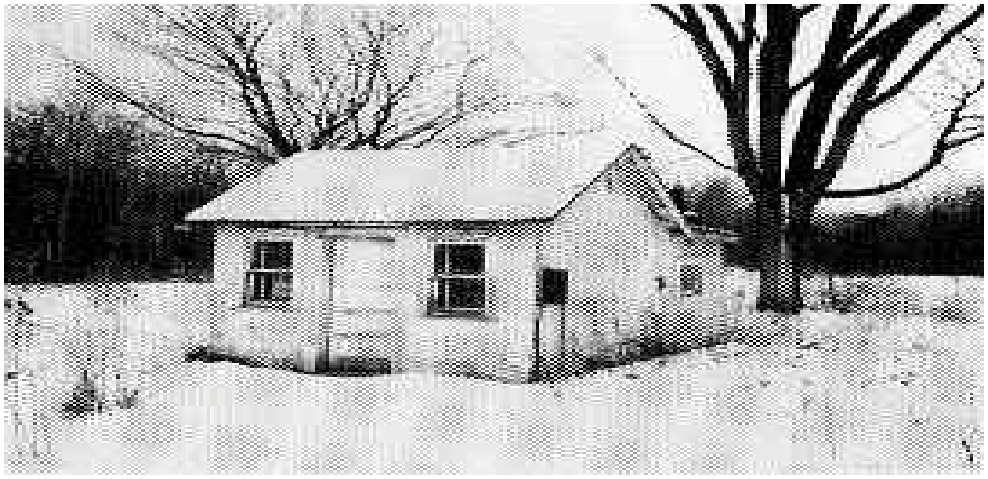
The Grade "D" residence is an economical type of housing which can be characterized by the use of lesser quality construction materials. The design is quite basic with no expenditure for decorative detail. Lightweight materials and inexpensive exterior finish such as fiberboard, concrete block, asbestos siding, or lower grade aluminum siding with no protective backing are common. Gutters and downspouts are eliminated. Insulation is likely inadequate. Interior finish is minimal. Baths and kitchens are usually finished in low cost materials with limited cabinet and counter space. Closet space is generally inadequate. Electricity and plumbing are barely adequate.





Grade E - Minimum

The Grade "E" residence is the poorest quality residence. It is constructed of inferior quality materials and lacks a full complement of features that are generally considered to be essential in providing year-round living accommodations. It is a structure that may have been designed without heating facilities, with few or no interior walls, single-thickness exterior walls, and single-thickness floors instead of the standard double thickness. The few structures that are built in this fashion (unfinished walls and ceilings and minimal structural components, plumbing, heating, and electrical wiring) are usually seasonal or temporary residences, but some may be year-round homes.



RESIDENTIAL CONSTRUCTION GRADE GUIDE

CLASS	Construction Quality	Design	Kitchen	Bathrooms	Closets	Heating & Electricity
A	Excellent materials and fine workmanship	Unique, designed by an architect	Best quality, many built-ins	Best quality, usually one per bedroom	Usually walk-in closets, with dressing room in the main bedroom, spacious in others	Best quality heating system; expensive electrical fixtures, many
B	Good workmanship and materials	Custom built to specific plans	Good quality, several built-ins	Good quality, usually one bath for each 2 bedrooms	Usually one walk-in, good storage space, more than adequate	Good quality heating system. Good electric fixtures; more than adequate
C	Average workmanship and materials	Standard plans, often mass produced	Standard quality some built-ins	Standard quality, usually 1 or 1½ baths	Average closets and storage	Standard quality heating system and electric fixtures. Adequate outlets.
D	Inferior workmanship and materials	Sketches only, cost an important consideration possibly modular	Below average quality, minimal cabinets, counter space	Economy fixtures, 1 bath	Minimum closet space, overall inadequate	Inexpensive heating system and electric fixtures. Outlets and electric service often inadequate
E	Inferior workmanship and materials	Sketches only, usually intended for seasonal use	Minimum quality, no built-ins	Minimum quality, may not have a complete 3-fixture bathroom	Minimum or none	Minimum or no heat. Electric system often inadequate

8.24 GRADE ADJUSTMENT

Before this item is used to adjust the grade of a house, consult your supervisor. If the construction grade merits an adjustment, either positive or negative, it should be noted here.

Suggested entries for adjustment are:

0.90 below average for grade
1.00 average for grade (no entry for adjustment required)
1.10 above average for grade

For example, a Grade "C" house is 10% better quality than the average Grade "C" house. The recorded Grade Adjustment would be 1.10.

***ORPS ONLY:** This field is not used by ORPS data collectors.

8.25 PERCENT GOOD

This item is an estimate of the value of a property, expressed as a percentage of its *replacement cost*, after *depreciation* of all kinds has been deducted.[1] This item cannot be data collected, but has to be calculated as part of the analysis phase of the appraisal process. For entry into the database, percent good (also known as a *residual*) is a whole number with a value between 10 and 100.[2] This item will adjust the final value. Entry is optional and can be left blank.

8.26 FUNCTIONAL OBSOLESCENSE

This item is one of the three general causes of accrued depreciation, the other two of which are physical deterioration and economic obsolescence. More specifically, it is a loss in value due to the inability of a structure to adequately perform the function for which it is used. Functional obsolescence results from changes in demand, design, and technology, and can take the form of deficiency (e.g.- one bathroom), need for modernization (e.g., - outmoded kitchen), or super adequacy (e.g.- overly high ceilings). In any case, buyers perceive a loss in utility; therefore, the price offered is lower due to reduced demand. [3] For a

1 "Property Appraisal and Assessment Administration", 1990 Edition, IAAO, pg. 656.
2 From Boeckh Building Valuation Manual, Second Edition, copyright 1990, American Appraisal Associates, pg. R28.
3 From "Property Appraisal and Assessment Administration", 1990 Edition, IAAO, pp. 220-21.

complete discussion on this topic, please refer to "Property Appraisal and Assessment Administration", 1990 Edition, Chapter 8, published by the International Association of Assessing Officers.

This item cannot be data collected, but has to be calculated as part of the analysis phase of the appraisal process.

RFV – RESIDENTIAL BUILDING AREA SECTION

9. RESIDENTIAL BUILDING AREA SECTION

This section is used to record the pertinent information, which must be collected to describe the residential structure.

Example of <u>Residential Building Area Section</u>

RESIDENTIAL BUILDING AREA SECTION
1st Story
2nd Story
Add Story
½ Story
¾ Story
Fin Ovr Gar
Fin Attic
Fin Basmt
Unfin ½
Unfin ¾
Unfin Ovr Gar
Unfin Rm
SFLA
Fin Rec Rm

9.1 FIRST STORY AREA

This item is used to record the total square footage of all first floor area including finished and unfinished areas.

9.2 SECOND STORY AREA

This item is used to record the total square footage of all second floor area including finished and unfinished areas. To be considered a second floor, the area must have full wall height at the eaves of the house. If judged from the outside of the house, the roofline at the eaves is above the top of a full-sized double-hung window.

9.3 ADDITIONAL STORY AREA

This item is used to record the square footage of all finished and unfinished areas above the second floor, which are not attic, half story, or three quarter story. For example, if a four-story house has 500 square feet of area on each of the third and fourth floors, 1,000 square feet would be recorded in Additional Story Area.

9.4 HALF STORY AREA

This item is used to record one-half of the floor area (measured from eave to eave) of the half story, including all finished and unfinished areas. To qualify as a half story, there must be at least 4 feet of exterior wall height at the eaves. An exception is when there is sufficient slope of the roof for the area to be approximately 50 percent usable, as is often found in a Cape Cod style house. A half story should have windows of a size sufficient for light and ventilation.

9.5 THREE QUARTER STORY AREA

This item is used to record three quarters of the floor area, (measured from eave to eave) of a three quarter story including all finished and unfinished areas. Usually there will be 5 - 7 feet of exterior wall height at the eaves giving a usable square footage that is approximately 75 percent of the total floor area. This entry can be used to describe floor area in any dwelling style, which meets the above-mentioned criteria. It can also be used with dwelling styles such as a Cape Cod or Old Style, which have a full shed dormer or sufficient dormers to increase the usable living area.

9.6 FINISHED AREA OVER GARAGE

This item is used to record the usable interior floor area over an attached garage in those residences where this area was designed to be part of the main living area, and is accessible from other parts of the main living area. This is usually found in newer Ranch style residences.

9.7 FINISHED ATTIC AREA

This item is used to record the usable interior floor area of finished attic, not to exceed 40 percent of the total floor area. A finished attic would be characterized by a lack of headroom due to a low angle roof. It will have finished walls, ceilings, and floors and adequate heat, lighting, and electricity.

9.8 FINISHED BASEMENT AREA

This item is used to record the square footage of basement area that has been finished with a quality of materials and workmanship consistent with the main living area. This is to be added to SFLA for Raised Ranch (02) and Split Level (03) styles only. (See Finished Recreation Room for other style homes.)

9.9 UNFINISHED HALF STORY FLOOR AREA

This item is used to record one-half of the floor area (measured eave to eave) of unfinished half story. See sub-section 9.4 – Half Story, RPSV4, for a full description.

9.10 UNFINISHED THREE QUARTER STORY AREA

This item is used to record three quarters floor area (measured eave to eave) of unfinished half story. See sub-section 9.5 - Three Quarter Story Area, RPSV4, for a full description.

9.11 UNFINISHED AREA OVER GARAGE

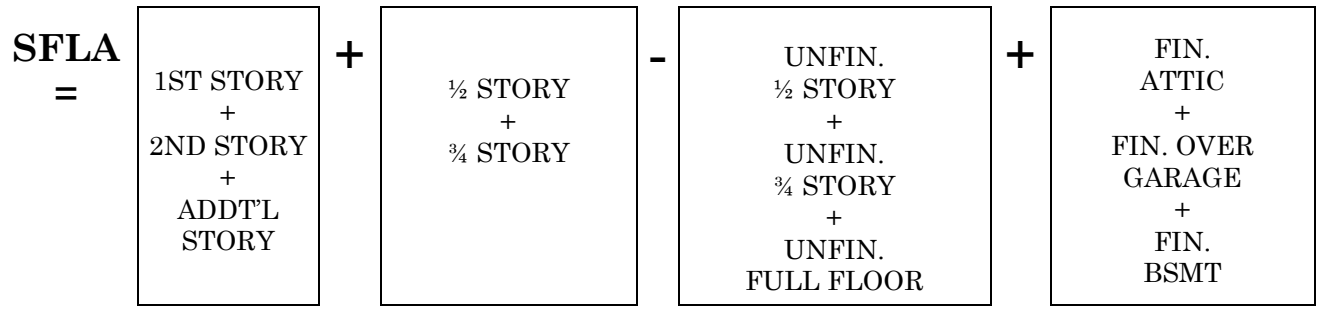
This item is used to record the interior floor area over an attached garage in those residences where this area was designed to be part of the main living area, but is unfinished. It is accessible from other parts of the main living area.

9.12 UNFINISHED ROOM

This item is used to record the square footage of full story area that has been left unfinished. If more than one such room exists, enter the total square footage of all unfinished rooms. The location of unfinished areas should be described in the notes area. This variable works the same in both Version 3 and Version 4.

9.13# SQUARE FOOT OF LIVING AREA

This is the total square footage of finished living area. It is calculated as follows:



See sub-section 9.14 for 6 sample SFLA calculations. Refer to sub-section 10.5 for common area calculation formulas.

9.14 FINISHED RECREATION ROOM

This item is used to record basement area that has finished living space in building styles other than 02 Raised Ranch or 03 - Split Level. A finished recreation room will have finished walls, floors, and ceilings, as well as adequate lighting and heat. The finished area must be similar in quality to that found in the main living area, but does not have to be finished with the same materials. This will not be added into the square footage of living area and it will not be costed.

If the FINISHED RECREATION ROOM impacts the value of the residence, an adjustment should be made to reflect its contribution to value during the valuation process. Inexpensively finished basement areas should not be entered here but should be described in the notes area of the card.

9.15 SAMPLE SFLA CALCULATIONS

EXAMPLE 1 One story ranch house 20' wide and 40' long

Formula: A = L x W
Area = 20' x 40' = 800 square feet
1st floor area = 800 sq. ft.
SFLA = 800 sq. ft.

EXAMPLE 2 One story raised ranch 32' wide and 40' long

Finished basement 32' wide and 20' long
Formula: A = L x W
Area = 32' x 40' = 1,280 square feet
1st floor area = 1,280 sq. ft.
Finished basement = 32 ' x 20 ' = 640 sq. ft.
Finished Basement area = 640 sq. ft.
SFLA = 1st floor area (1280) + finished basement area (640) = 1,920 sq. ft.

EXAMPLE 3 A one and one-half story cape 28' wide and 36' long. Half story is finished.

Formula: A = L x W
Area = 36' x 28' = 1,008 sq. ft.
1st floor area = 1,008 sq. ft.
Half story area = 504 sq. ft (1,008 x .50)
SFLA = 1,008 + (504) = 1,512 sq. ft.

EXAMPLE 4 Two story colonial 20' wide and 48' long with an unfinished room 12' wide by 17' long.

Formula: A = L x W
Area = 20' x 48' = 960 square feet
1st floor area = 960 sq. ft.
2nd floor = 960 sq. ft.
Unfinished full floor area = 12' x 17' = 204 sq. ft.
SFLA = 1,716 sq. ft.

EXAMPLE 5 One and three quarter story cape cod 22' wide and 38' long. One half of the three quarter story area is unfinished. No interior dimensions are provided.

Formula: A = L x W
Area = 22' x 38' = 836 square feet
Three quarter story floor area = 627 sq. ft (836 x .75)
Total main area = 836 + (627) = 1,463 sq. ft.
Unfinished area = 314 sq. ft.
SFLA = 1,149 sq. ft.

EXAMPLE 6 One story bungalow 16' wide and 28' long with a finished attic. 30% more living area is available due to the attic.

Formula: A = L x W
Area = 28' x 16 ' = 448 square feet
1st floor area = 448 sq. ft.
Finished attic area = 448 sq. ft. x .30 = 134 sq. ft.
SFLA = 582 sq. ft.

RFV – MEASURING, SKETCH, CALCULATIONS

10# MEASURING, SKETCH, CALCULATIONS GUIDELINES

A sketch with measurements is very important, not only because it is a required item under Subpart 190-1.1 of the Rules for Real Property Tax Administration, but because it gives a visual depiction of the written items on the data collection card.

Many people will be working with the sketch on the data collection card because the sketch is used for many purposes. Accurate measurements and a neat sketch, drawn to scale, are important to the collection effort. Included in this section are basic guidelines for measuring and sketching residential structures.

Fundamental rules for calculating square foot area are also included in this section of the manual.

10.1 MEASURING GUIDELINES

Measuring is the first step in the sketching procedure. Accuracy is the key to measuring, and several techniques exist to achieve this objective.

a) Familiarize yourself with the measuring device. Cloth tapes (50' and 100') and wood measuring sticks (8') are the most common implements used. Procedures to correctly utilize and maintain each device must be understood and practiced.

b) Develop a standard measuring procedure using the following guidelines:

1) Always begin at the front of the structure.

2) Pursue a clockwise, or counter-clockwise, course depending on obstacles encountered.

3) Once started, maintain continuity. Measure adjacent sides. Never measure one side, then an opposite side.

c) When possible, always place the measuring instrument on the surface of the structure being measured. If a measurement cannot be obtained in this manner, place the instrument as close to the structure as possible. Always keep the instrument parallel and taut.

d) Round all measurements to the nearest foot. If the measurement reads 5'6" or more, round to 6'. If the measurement reads 5'5" or less, round to 5'.

e) Measurements should be taken from the exterior of the structure. However, interior measurements are recommended when unfinished rooms, basement recreation rooms, and ½ or ¾ partially finished areas are encountered.

10.2 SKETCHING GUIDELINES

Sketching the residence and associated improvements is an essential task in the data collection procedure. The sketch provides a basic picture of the structure(s).

To correctly diagram a residence and its improvements the following guidelines should be adhered to:

a) Use a standard scale of 1 block = 2 feet. If this scale must be adjusted, make sure the new scale is identified in the bottom right hand corner of the sketch area.

b) Always place the front of the structure being diagramed at the bottom of the sketch area. Before starting the sketch, determine how the structure can best be diagramed in the sketch area. Center the diagram, providing room for improvements.

c) The sketch will always be completed on the Property Record Card prior to leaving the site. A rough sketch can be drawn on scratch paper as the measuring procedure is underway. Final sketch can be completed at anytime after the rough sketch is checked for closure, etc.

d) The sketch should be completed line by line as each surface is measured. Measure the surface and then draw the line indicating that surface on the sketch grid. Make sure the line is drawn to the scale depicting the measurement.

e) Use solid and dotted lines to differentiate between changes in story height, finished and unfinished area, etc. Solid lines are used to indicate differences in story height, to separate the main residence from attached improvements, and to indicate bay windows. Dotted lines will be used to separate finished basement areas from basement garages, to indicate overhangs, and to separate finished from unfinished areas in one-half or three-quarter story structures. Overhangs will be identified by dotted lines drawn outside the sketch perimeter.

f) Use a straight edge when completing the final diagram - this assures a neat, precise sketch.

g) Detached improvements will not be sketched.

10.3 SKETCH LABELING GUIDELINES

Labeling of a sketch is necessary to designate specific features of the structure. The sketch must be detailed to achieve a basic picture of the structure. The following guidelines will help obtain the desired results:

a) Use alpha, alphanumeric, and numeric symbols when labeling. Numeric symbols will be used to indicate story heights and surface measurements. Alpha symbols will be used to indicate exterior wall material, basement types, unfinished and finished areas, basement garages, and overhangs. Alphanumeric symbols will be used to identify and differentiate attached and detached improvements.

b) Labels should be legible and precise.

c) Labels must be placed in their correct location on the sketch. For attached improvements place the appropriate structure code within that section of the diagram that depicts the improvement. Detached improvements will simply be identified by placing the correct structure code in the area on the sketch that corresponds to its location with regard to the main residence.

d) Use standard abbreviations for exterior wall, basement type, finished and unfinished area, basement garage, overhangs and story height. Standard structure codes are to be used to identify all improvements.

Following are common sketch abbreviations.

COMMON ABBREVIATIONS FOR LABELING SKETCHES

EXTERIOR WALL

Wood	=	WD
Brick	=	BR
Concrete	=	CC
Composition	=	CO
Stucco	=	SC
Stone	=	ST
Alum/Vinyl	=	AV

BUILDING FEATURES

Finished	=	FIN
Unfinished	=	UNF
1st Fl Overhang	=	1OH
2nd Fl Overhang	=	2OH
Finished Attic	=	FINATC
Finished Rec.Rm	=	FINREC
Half-Story Area	=	½
Three-Quarter Story Area	=	¾
Basement Garage	=	BG

BASEMENT TYPE

Pier/Slab	=	P or S
Crawl	=	C
Full	=	B

ATTACHED & DETACHED IMPROVEMENTS

Use Standard ORPS Structure Codes; See Appendix A

e) Place all measurements on the inside of the sketch on the appropriate line.

f) When labeling overhangs and bay windows place symbol and calculated area outside sketch. Indicate feature by drawing a line from that part of the sketch to the symbol.

g) Calculated square footage will be placed in each section and circled.

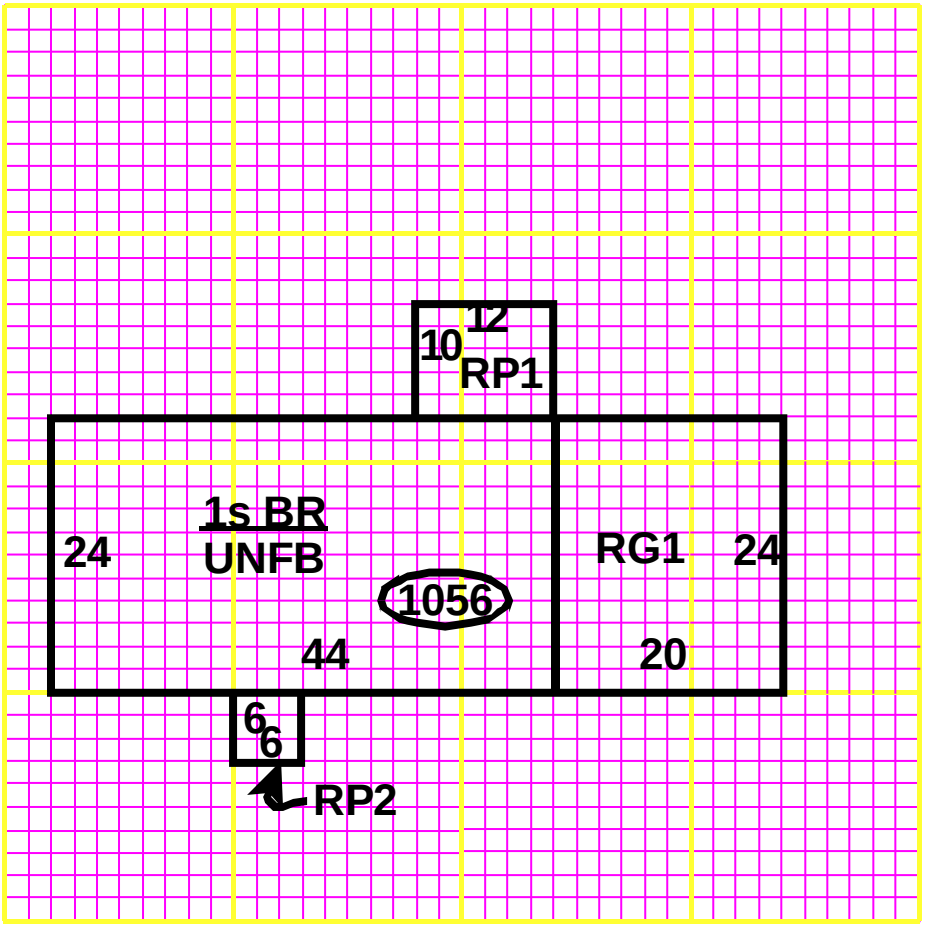
10.4 SAMPLE SKETCHES

Following are nine sample sketches for various residential dwellings. On the page facing each sketch you will find the Residential Building Area Section of the card as it should be collected for the example shown. Also provided is the Improvement Section of the card as it would be completed for any attached improvements in the sample sketch.

EXAMPLE 1

This is a one story brick ranch with a full unfinished basement (24 x 44) and an attached one story brick garage (20 x 24). There is a deck (10 x 12) off the rear of the house and a covered porch (6 x 6) in the front.

Grade - Good
Built - 1979
Exterior Condition - Normal



EXAMPLE 1

RESIDENTIAL BUILDING AREA SECTION	
FIRST STORY AREA	1056
SECOND STORY AREA	
ADDITIONAL STORY AREA	
HALF STORY AREA	
THREE QUARTER STORY AREA	
FINISHED AREA OVER GARAGE	
FINISHED ATTIC AREA	
FINISHED BASEMENT AREA	
UNFINISHED HALF STORY FLOOR AREA	
UNFINISHED THREE QUARTER STORY AREA	
UNFINISHED FULL FLOOR AREA	
SQUARE FOOT OF LIVING AREA	1056
FINISHED RECREATION ROOM AREA	

NOTE: For RPS Version 4, all porches and garages are recorded in the

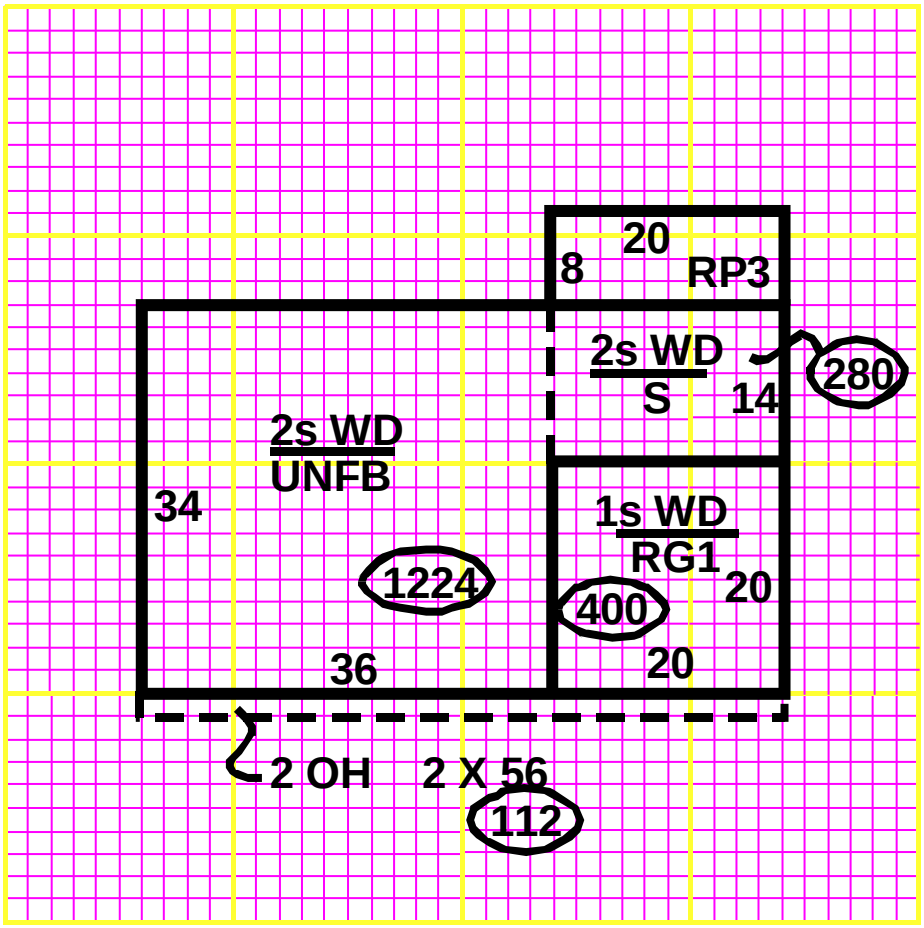
IMPROVEMENT SECTION							
STRUC CD	MC	DIMNESION 1	DIMENSION 2	QUANTITY	GR	CD	YEAR BUILT
RP2	2	6	6	1	B	3	1979

"Improvement Section".

EXAMPLE 2

This is a two story wood colonial house (34 x 36) with an attached garage (20 x 20), a family room behind the garage (14 x 20), and second floor living area above the garage and family room. There is a second floor overhang (2') which extends for the whole length of the house. There is an unfinished basement under the main area of the house but the garage area is on concrete slab. The screened porch (8 x 20) which extends off the family room and the gunite pool (20 x 40) in the back yard were both built in 1980.

Grade - Average
Built - 1974
Exterior Condition - Normal



EXAMPLE 2

RESIDENTIAL BUILDING AREA SECTION	
FIRST STORY AREA	1504
SECOND STORY AREA	2016
ADDITIONAL STORY AREA	
HALF STORY AREA	
THREE QUARTER STORY AREA	
FINISHED AREA OVER GARAGE	
FINISHED ATTIC AREA	
FINISHED BASEMENT AREA	
UNFINISHED HALF STORY FLOOR AREA	
UNFINISHED THREE QUARTER STORY AREA	
UNFINISHED FULL FLOOR AREA	
SQUARE FOOT OF LIVING AREA	3520
FINISHED RECREATION ROOM AREA	

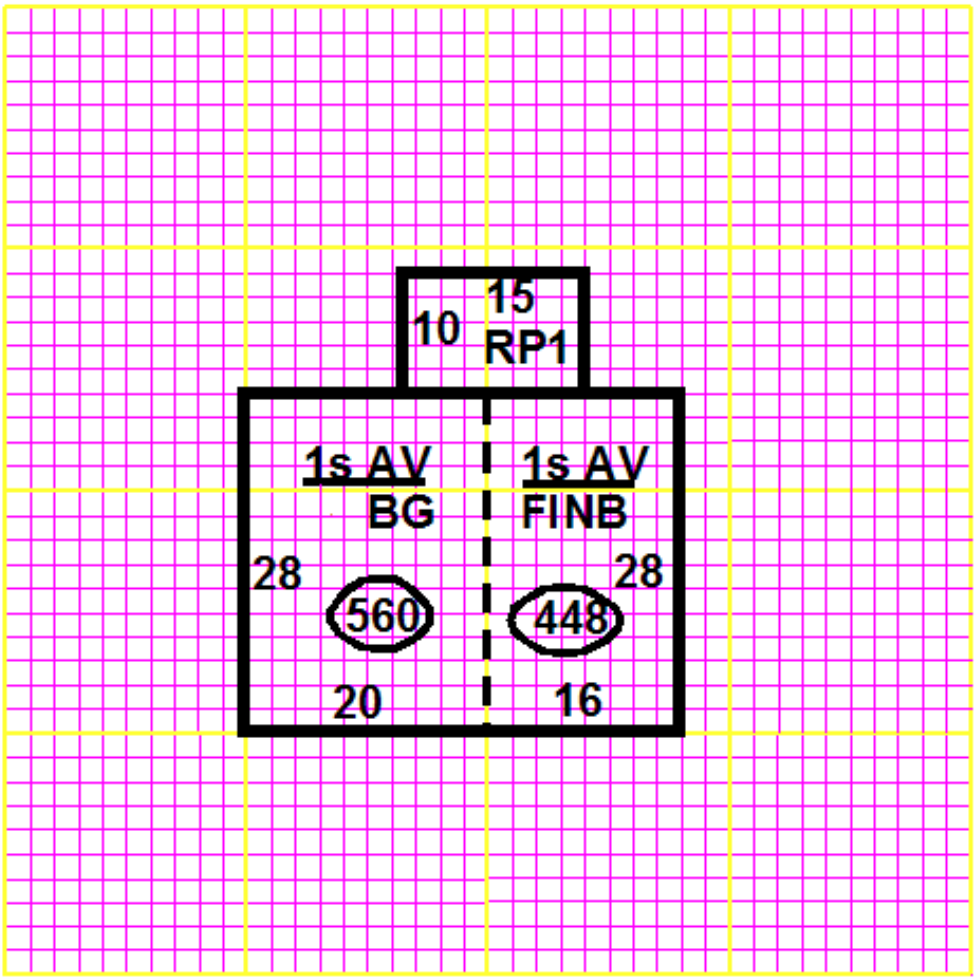
IMPROVEMENT SECTION							
STRUC CD	MC	DIMENSION 1	DIMENSION 2	QUANTITY	GR	CD	YEAR BUILT
LS4	2	40	20	1	C	3	1980

NOTE: All porches and garages are recorded in the "Improvement Section".

EXAMPLE 3

This is a raised ranch style home (28 x 36) with aluminum siding. There is a two car basement garage (20 x 28) with living area in the remaining basement area. There is a deck (10 x 15) extending off the rear of the house.

Grade - Average
Built - 1968
Exterior Condition - Normal



EXAMPLE 3

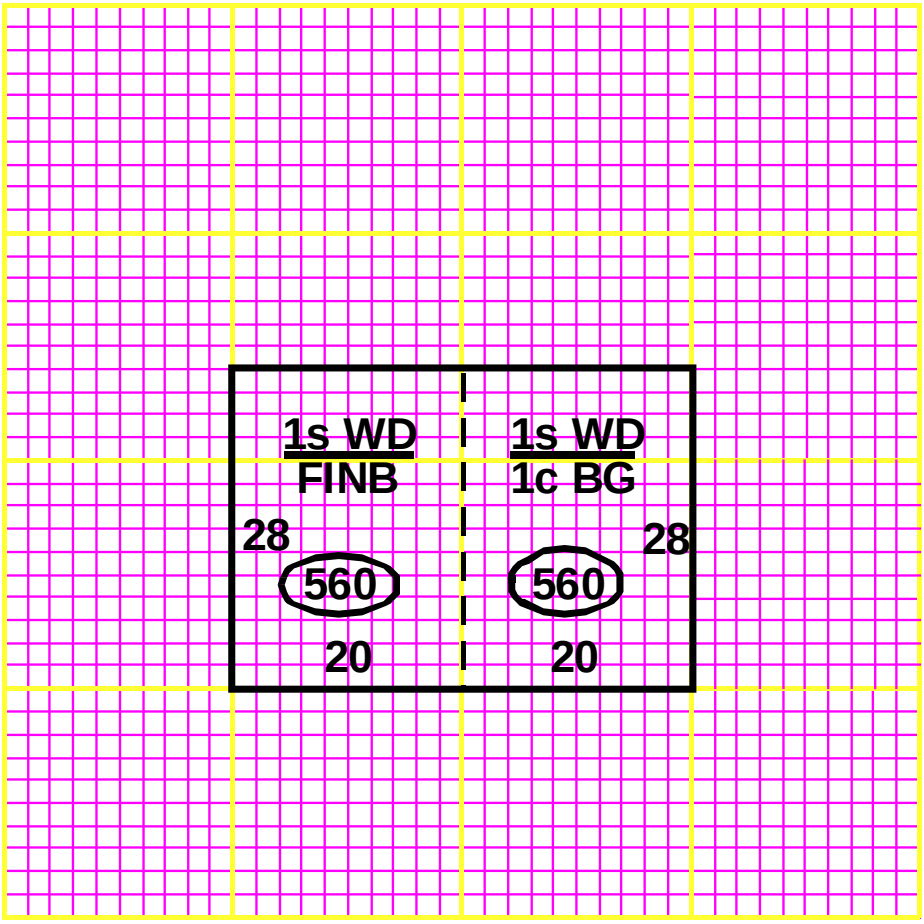
RESIDENTIAL BUILDING AREA SECTION	
FIRST STORY AREA	1008
SECOND STORY AREA	
ADDITIONAL STORY AREA	
HALF STORY AREA	
THREE QUARTER STORY AREA	
FINISHED AREA OVER GARAGE	
FINISHED ATTIC AREA	
FINISHED BASEMENT AREA	448
UNFINISHED HALF STORY FLOOR AREA	
UNFINISHED THREE QUARTER STORY AREA	
UNFINISHED FULL FLOOR AREA	
SQUARE FOOT OF LIVING AREA	1456
FINISHED RECREATION ROOM AREA	

NOTE: All porches are recorded in the "Improvement Section".

EXAMPLE 4

This is a wood split level home (28 x 40) with four levels, the bottom two of which are at least partially below ground level. One of the lower levels is a garage (28 x 20) and the other is finished living area.

Grade - Average
Built - 1972
Exterior Condition - Normal



EXAMPLE 4

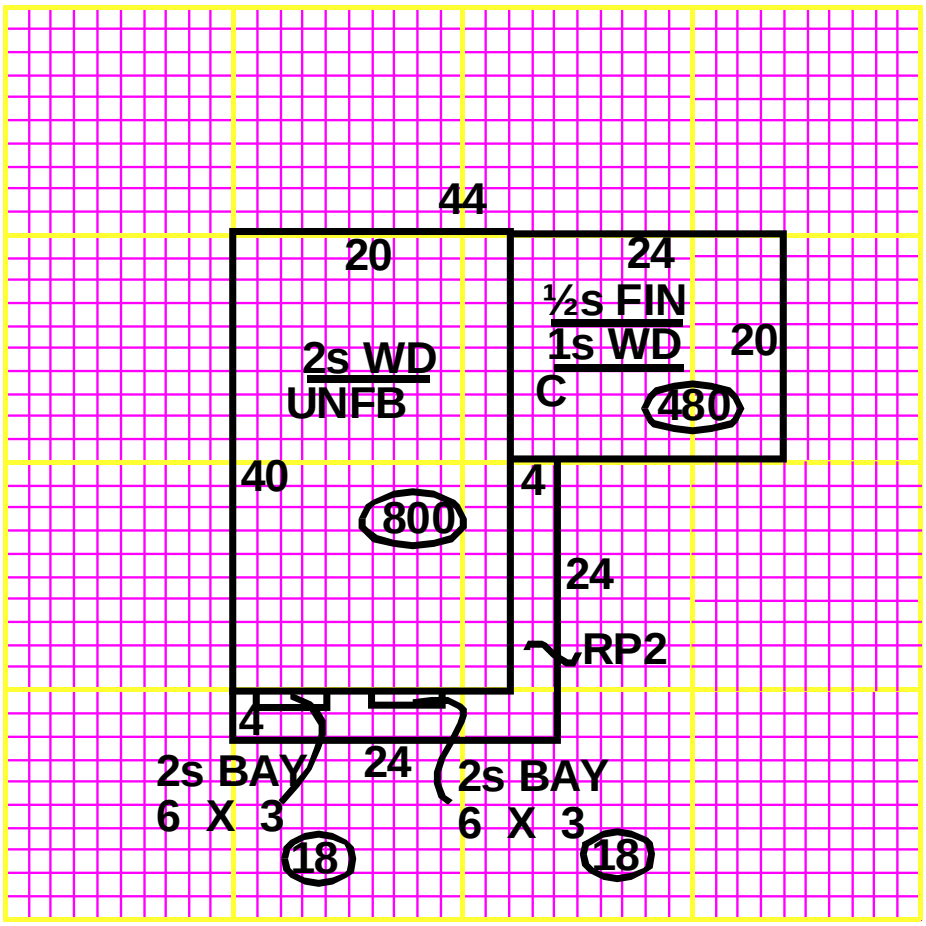
RESIDENTIAL BUILDING AREA SECTION	
FIRST STORY AREA	1120
SECOND STORY AREA	
ADDITIONAL STORY AREA	
HALF STORY AREA	
THREE QUARTER STORY AREA	
FINISHED AREA OVER GARAGE	
FINISHED ATTIC AREA	
FINISHED BASEMENT AREA	560
UNFINISHED HALF STORY FLOOR AREA	
UNFINISHED THREE QUARTER STORY AREA	
UNFINISHED FULL FLOOR AREA	
SQUARE FOOT OF LIVING AREA	1680
FINISHED RECREATION ROOM AREA	

NOTE: There are no improvements in this example.

EXAMPLE 5

This is a two story, wood old style house (20 x 40) with two bay windows (3 x 6) on each floor. There is a 1 ½ story addition (20 x 24) with a completely finished half story area. The two story section is over an unfinished basement and the 1 ½ story has crawl space beneath it. A covered porch extends across the front (20 x 4) and partially around the side (24 x 4) of the two story section. The two story detached wood garage (24 x 24) has a finished, heated room upstairs which contains a sink and toilet; the garage is average grade, normal condition, and was built in 1958.

Grade - Average
Built - 1915
Exterior Condition - Fair



EXAMPLE 5

RESIDENTIAL BUILDING AREA SECTION	
FIRST STORY AREA	1316
SECOND STORY AREA	836
ADDITIONAL STORY AREA	
HALF STORY AREA	240
THREE QUARTER STORY AREA	
FINISHED AREA OVER GARAGE	
FINISHED ATTIC AREA	
FINISHED BASEMENT AREA	
UNFINISHED HALF STORY FLOOR AREA	
UNFINISHED THREE QUARTER STORY AREA	
UNFINISHED FULL FLOOR AREA	
SQUARE FOOT OF LIVING AREA	2392
FINISHED RECREATION ROOM AREA	

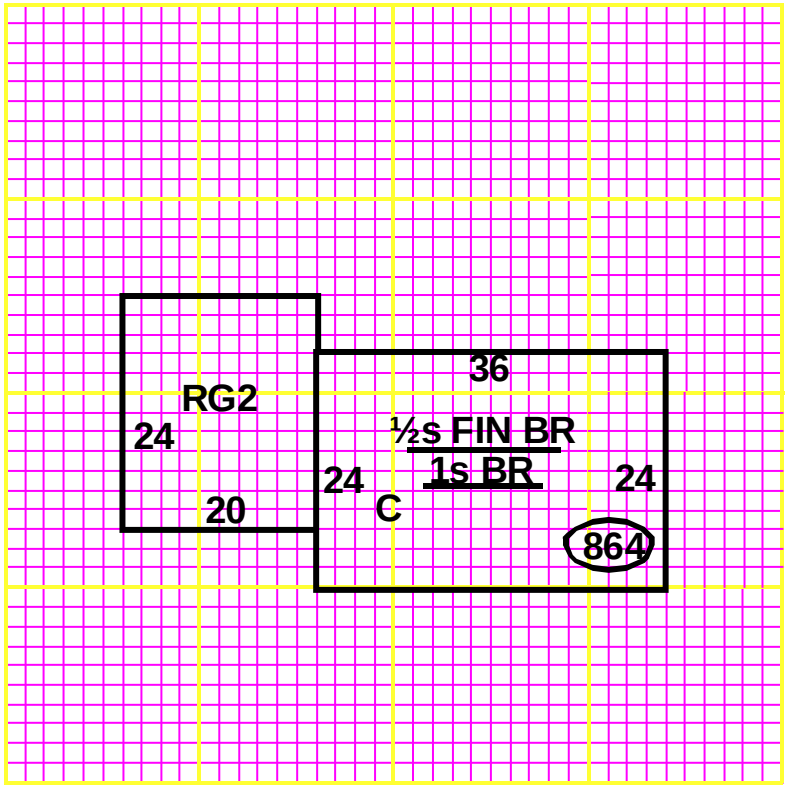
IMPROVEMENT SECTION							
STRUC CD	MC	DIMENSION 1	DIMENSION 2	QUANTITY	GR	CD	YEAR BUILT
RG 7	2	24	24	1	C	3	1958

NOTE: All porches are recorded in the "Improvement Section".

EXAMPLE 6

This is a 1 ½ story brick cape cod house (24 x 36) over a crawl space. There is an attached 1½ story garage (20 x 24). The half story area in the residence is finished, but the area over the garage is unfinished.

Grade - Average
Built - 1937
Exterior Condition - Good



EXAMPLE 6

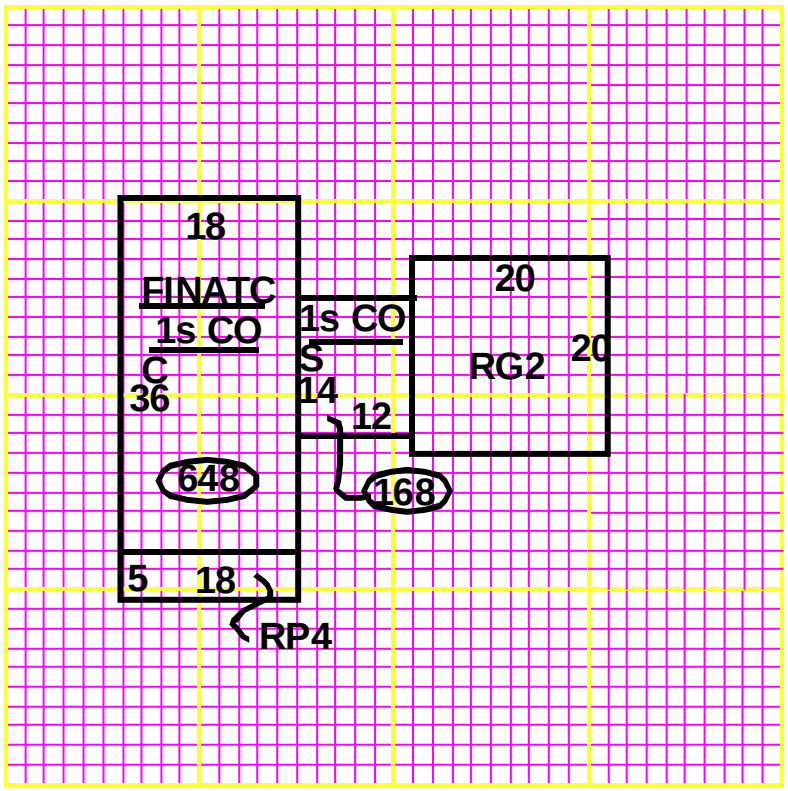
RESIDENTIAL BUILDING AREA SECTION	
FIRST STORY AREA	864
SECOND STORY AREA	
ADDITIONAL STORY AREA	
HALF STORY AREA	432
THREE QUARTER STORY AREA	
FINISHED AREA OVER GARAGE	
FINISHED ATTIC AREA	
FINISHED BASEMENT AREA	
UNFINISHED HALF STORY FLOOR AREA	
UNFINISHED THREE QUARTER STORY AREA	
UNFINISHED FULL FLOOR AREA	
SQUARE FOOT OF LIVING AREA	1296
FINISHED RECREATION ROOM AREA	

NOTE: All garages are recorded in the "Improvement Section".

EXAMPLE 7

This is a one story, composition sided bungalow (18 x 36) with a finished attic. The attic allows about 30 percent of the floor area to be used as living area. The small, one story addition (12 x 14) which connects the main area to a 1½ story garage is of economy grade, was built in 1940, and is in normal condition. The main area is built over crawl space and the addition and garage on cement slab. There is a heated, enclosed porch (5 x 18) on the front of the house.

Grade - Economy
Built - 1925
Exterior Condition - Fair



EXAMPLE 7

RESIDENTIAL BUILDING AREA SECTION	
FIRST STORY AREA	816
SECOND STORY AREA	
ADDITIONAL STORY AREA	
HALF STORY AREA	
THREE QUARTER STORY AREA	
FINISHED AREA OVER GARAGE	
FINISHED ATTIC AREA	194
FINISHED BASEMENT AREA	
UNFINISHED HALF STORY FLOOR AREA	
UNFINISHED THREE QUARTER STORY AREA	
UNFINISHED FULL FLOOR AREA	
SQUARE FOOT OF LIVING AREA	1010
FINISHED RECREATION ROOM AREA	

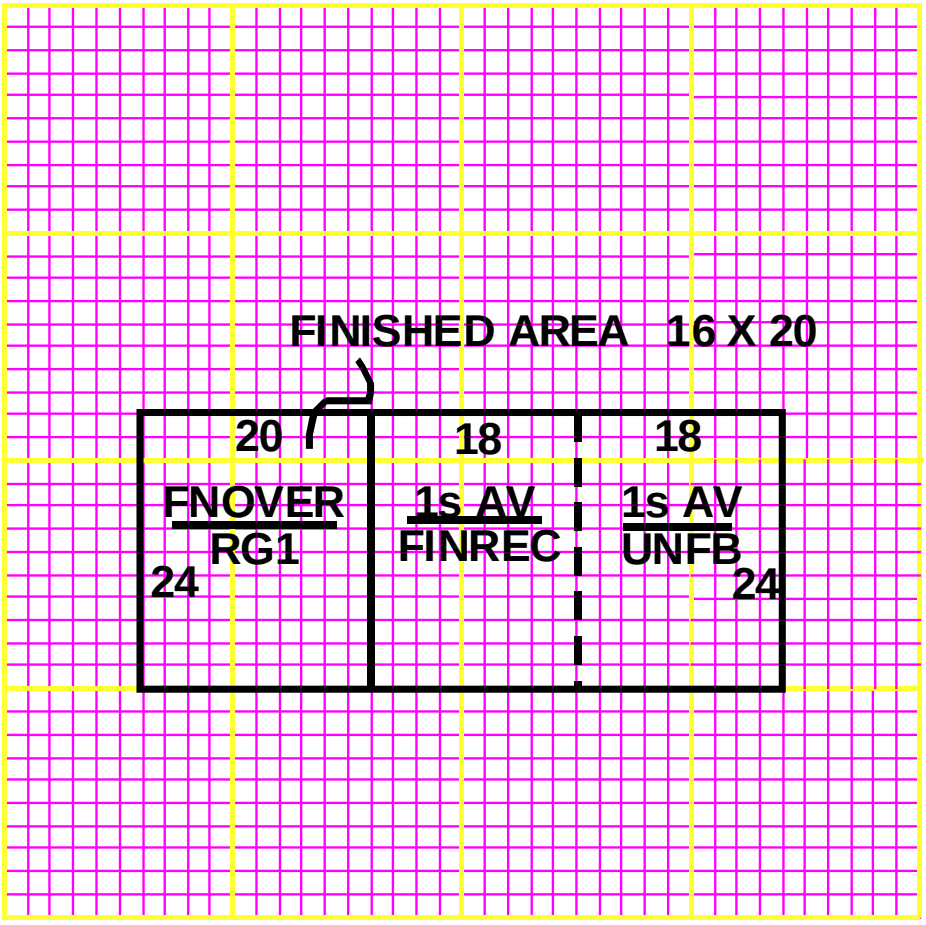
IMPROVEMENT SECTION							
STRUC CD	MC	DIMENSION 1	DIMENSION 2	QUANTITY	GR	CD	YEAR BUILT
RP4	2	18	5	1	D	2	1925

NOTE: All porches are recorded in the "Improvement Section".

EXAMPLE 8

This is an aluminum sided ranch (24 x 36) with a full basement, half of which is a finished REC room. There is an attached garage (20 x 24) over which is living area accessible from the main living area. The usable area over the garage, measured by the interior walls, is 16 x 20.

Grade - Average
Built - 1976
Exterior Condition - Good



EXAMPLE 8

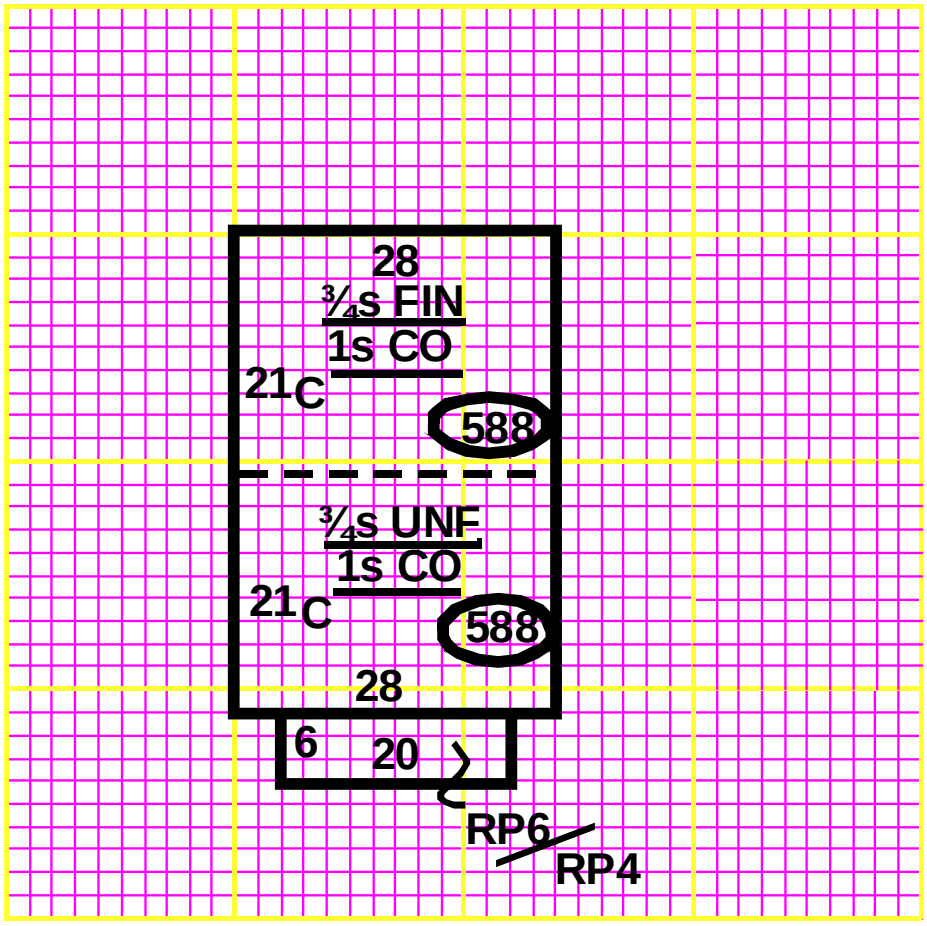
RESIDENTIAL BUILDING AREA SECTION	
FIRST STORY AREA	864
SECOND STORY AREA	
ADDITIONAL STORY AREA	
HALF STORY AREA	
THREE QUARTER STORY AREA	
FINISHED AREA OVER GARAGE	320
FINISHED ATTIC AREA	
FINISHED BASEMENT AREA	
UNFINISHED HALF STORY FLOOR AREA	
UNFINISHED THREE QUARTER STORY AREA	
UNFINISHED FULL FLOOR AREA	
SQUARE FOOT OF LIVING AREA	1184
FINISHED RECREATION ROOM AREA	432

NOTE: All garages are recorded in the "Improvement Section".

EXAMPLE 9

This is a 1 ¾ story, composition sided old style house (28 x 42) built over a crawl space. The upstairs area is half finished. There is a covered porch (6 x 20) over an enclosed porch (6 x 20) in front of the house. The wood frame work shed (8 x 12) has a masonry floor and electricity; it is an economy grade, was built in 1950, and is in fair condition.

Grade - Average
Built - 1910
Exterior Condition - Normal



EXAMPLE 9

RESIDENTIAL BUILDING AREA SECTION	
FIRST STORY AREA	1176
SECOND STORY AREA	
ADDITIONAL STORY AREA	
HALF STORY AREA	
THREE QUARTER STORY AREA	882
FINISHED AREA OVER GARAGE	
FINISHED ATTIC AREA	
FINISHED BASEMENT AREA	
UNFINISHED HALF STORY FLOOR AREA	
UNFINISHED THREE QUARTER STORY AREA	441
UNFINISHED FULL FLOOR AREA	
SQUARE FOOT OF LIVING AREA	1617
FINISHED RECREATION ROOM AREA	

IMPROVEMENT SECTION							
STRUC CD	MC	DIMENSION 1	DIMENSION 2	QUANTITY	GR	CD	YEAR BUILT
RP6	2	20	6	1	C	3	1910
FC1	2	12	8	1	D	2	1950

NOTE: Porch data is recorded in the "Improvement Porch data is recorded in the "Improvement Section".

10.5 COMMON AREA CALCULATIONS

The following formulas can be used to calculate area size for the basic geometric shapes encountered during data collection.

A = L x W [Area equals length multiplied by width] This formula will be used when calculating area size for rectangular shaped structures.

EXAMPLE A = L x W
A = 20 x 10
A = 200 Square Feet

$A = s^2$ or A = s x s [Area equals one side squared (multiplied by itself)] This formula will be used to calculate area size for a square shaped structure.

EXAMPLE $A = s^2$
A = 10 x 10
A = 100 Square Feet

A = ½ B x H [Area equals one half the base times the height] This formula will be used to calculate area size for a triangular shaped structure.

EXAMPLE A = ½ B x H
A = ½ (20 x 15)
A = ½ (300)
A = 150 Square Feet

$A = BR^2$ [Area equals (3.14) times the radius squared] This formula is used to calculate the area of a circle.

EXAMPLE $A = B\ R^2$
A = 3.14 x 400
A = 1256 Square Feet

10.6 MAP NUMBER - ORPS ONLY

In the space above the sketch designated MAP #, enter the number corresponding to each parcel's location on the municipal locational maps.

Map Number is a four position field with the first position designated alpha: A = Appraisals; S = Sale; X = Subject Sale; R = Resale. The other three positions are defined as numeric.

For appraisals (A) and sales (S), the three digit numeric entries should start with 001 for each and then be numbered consecutively for each property.

When collecting a subject sale (X), the sale's three numeric positions must be the same as the subject's three numeric positions. Likewise, when collecting resales (R), the resale's three numeric positions must be the same as the previous sale's three numeric positions.

RFV – IMPROVEMENT SECTION

11. IMPROVEMENT SECTION

This section is used to record data concerning any improvements to the residence, or to record other structures on the site.

As many as seven separate improvements may be entered on each data collection form. Improvements attached to the residence should be listed first (e.g., porches and carports). Next, list any detached improvements such as sheds, barns, and swimming pools. And last, list any miscellaneous improvements which are not covered by a more specific code with a MS1 structure code.

Example: " Improvement Section" of Real Property System Version 4 Card

IMPROVEMENT SECTION											
Struc Code	MC	Dimension 1	Dimension 2	SQ FT (MISC)	QUANT..	CON. GRADE	OVER. COND.	ACTUAL. YR BUILT	EFFECTIVE YR BUILT	PCT. GOOD	FUNC.. OBS
										.	
										.	
										.	
										.	
										.	
										.	
										.	

11.1 STRUCTURE CODE

This item is used to record the three digit alphanumeric structure code used to denote the type of improvement being described. A list of valid structure codes and definitions can be found in Appendix A. The commonly used residential structure codes are listed on the data collection card. Included with the definition of each structure code is the measurement criteria applicable to the improvement. Enter the indicated measurement information in the measure code and dimension fields using the following definitions as additional guidelines.

NOTE: An improvement for which there is no structure code should be recorded as a miscellaneous structure, "MS1". A measure code of "4" (dollars) should be applied and the structure should be manually valued by entering the dollar amount of a single structure in Dimension 1. The other information in this section should be recorded as is done with any other structure, or it may be left blank.

11.2 MEASURE CODE

This item is used to record the measurement code that indicates how the measurements of the structure are recorded in the Dimension 1, Dimension 2, and Quantity fields. (See Appendix A for appropriate codes to be used with each structure code.)

MEASURE CODES

1 - Quantity
2 - Dimensions
3 - Square Feet
4 - Dollars

MEASURE CODE DEFINITIONS

1 - Quantity - This indicates that no physical measurements will be entered in Dimension 1 or Dimension 2. When a Measure Code of "1" is used, an entry must be made in Quantity..

2 - Dimensions - This indicates that there will be some type of measurement entry in both Dimension 1 and Dimension 2. In most cases, the entries will comprise the length and width of the structure, but they could indicate other measurement data (e.g., the length and height of a fence). When a Measure Code of "2" is used, an entry must be made in both Dimension 1 and Dimension 2.

3 - Square Feet - This indicates that there will be an entry into the "Square Feet" item on the card, and the "Square Feet" window on the V4 database screen. Useful for odd-shaped improvements, where use of Dimensions 1 & 2 would give misleading or inaccurate answers.

4 - Dollars - This indicates that the item has been manually valued and that a dollar entry has been made in Dimension 1. This is used only for miscellaneous structures (MS1), or for locally defined structure codes. When a Measure Code of "4" is used, a dollar amount must be entered in Dimension 1

11.3 DIMENSION 1

Used only in conjunction with Measure Code 2 (Dimensions and 4 (Dollars).

11.4 DIMENSION 2

This item is used to record the second measurement of a structure requiring two measurements. This is only used with a measure code of "2".

11.5 SQUARE FEET- (MISCELLANEOUS)

This item is used to record the square footage of improvements from the structure code list. This item is useful for odd-shape improvements whereby "length times width" would give an inaccurate answer. See Residential Appendix A for a list of qualifying improvements.

11.6 QUANTITY

This item is used to record the number of identical units that are being accounted for by a single structure code. If there are two identical sheds, for example, quantity will be "2" and a cost for two identical sheds will be produced.

This is also required when a measure code of "1" is used to indicate that Quantity is the only measurement required.

11.7 GRADE

This item is used to record the quality of materials and workmanship for the structure. For attached improvements, the grade is usually the same as the residence.

GRADE CODES

A - Excellent
B - Good
C - Average
D - Economy
E - Minimum

GRADE CODE DEFINITIONS

A - Excellent - This indicates the use of excellent quality materials and fine workmanship throughout.

B - Good - This indicates the use of above average materials and workmanship.

C - Average - This indicates the use of standard materials and workmanship.

D - Economy - This indicates the use of lightweight, inexpensive materials and average workmanship.

E - Minimum - This indicates the use of inferior materials and poor workmanship.

11.8 CONDITION

This item is used to record the physical condition of the structure.

CONDITION CODES

1 - Poor
2 - Fair
3 - Normal
4 - Good
5 - Excellent

CONDITION CODE DEFINITIONS

1 - Poor - This indicates the item shows obvious signs of excess deterioration for its age. One possible cause is deferred maintenance over a long period of time. Another is heavy wear and tear from extremely heavy use or extreme reaction to the elements (outside improvements only). To return it to normal condition, the item would need renovating or overhauling.

2 - Fair - This indicates the item shows some signs of excess deterioration for its age. One possible cause is deferred maintenance over a short period of time. Another cause is greater than normal wear and tear from heavy use or poor reaction to the elements (outside improvements only). To return it to normal condition, the item would need considerable work.

3 - Normal - This indicates the item shows signs of age and deterioration proportional to its age, and has received normal use and maintenance.

4 - Good - This indicates the item shows less deterioration, relative to its age than normal. It has less wear and tear than normal from either light use, minimal reaction to the weather (outside improvements only), or partial renovation or overhaul.

5 - Excellent - This indicates the improvement is in "like new" condition, or that the improvement has had major renovation.

11.9 ACTUAL YEAR BUILT

This item is used to record the year built (chronological age) of the improvement. In many cases the date will be the same for the main structure but it could be different, especially in the case of yard improvements. This item works the same in version 3 as in version 4.

11.10 EFFECTIVE YEAR BUILT

This item is used to record the effective age of the improvements on site. They may be attached to the main structure, or they may be stand-alone improvements. Typically, effective age is determined by comparing the physical condition of one improvement with that of other like-use newer improvements. Effective age may or may not reflect the actual or chronological age, since maintenance and design are factors that may increase or decrease the aging process. For a complete guide to this topic and some sample calculations, see Assessor's Manual, Commercial Building Section 9.

11.11 PERCENT GOOD

Percent Good is an estimate of the value of a property, expressed as a percentage of its *replacement cost*, after *depreciation* of all kinds has been deducted.[1] This item cannot be data collected, but has to be calculated as part of the analysis phase of the appraisal process. For entry into the database, percent good (also known as a *residual*) is a whole number with a value between 10 and 100.[2] This item will adjust the final value. Entry is optional and can be left blank.

11.12 FUNCTIONAL OBSOLESCENCE

This item is one of the three general causes of accrued depreciation, the other two of which are physical deterioration and economic obsolescence. More specifically, it is a loss in value due to the inability of a structure to adequately perform the function for which it is used. Functional obsolescence results from changes in demand, design, and technology, and can take the form of deficiency (e.g., - one bathroom), need for modernization (e.g. – outmoded kitchen), or super adequacy (e.g. – overly high ceilings). In any case, buyers perceive a loss in utility; therefore, the price offered is lower due to reduced demand. [3] For a complete discussion on this topic, please refer to "Property Appraisal and Assessment Administration", 1990 Edition, Chapter 8, published by the International Association of Assessing Officers.

This item cannot be data collected, but has to be calculated as part of the analysis phase of the appraisal process.

1 "Property Appraisal and Assessment Administration", 1990 edition, IAAO, pg. 656.

2 From Boeckh Building Valuation Manual, Second Edition, copyright 1990, American Appraisal Associates, pg. R28.

3 From "Property Appraisal and Assessment Administration", 1990 Edition, IAAO, pp. 220-21

RESIDENTIAL / FARM / COMMERCIAL

APPENDIX B

STRUCTURE CODES

STRUCTURE CODES

In previous editions of this volume, there were two separate structure code tables: one residential, the other commercial. For this edition, both tables have been combined into one, thus allowing the data collector the flexibility to capture all site improvements regardless of use.

The structures listed on the following pages are to be inventoried in the Improvement Section of the data collection card. The three-character codes are listed in alphabetical order. Next to the code is a brief description of the improvement. Following the description is (are) the Measure Code(s) associated with that structure, along with the actual measurement(s) to be collected and recorded. The "MSR UNITS" heading indicates what unit of measurement is being applied.

When collecting commercial properties, care should be taken not to duplicate structures that are already included in the base costs of the commercial building model. This would duplicate the costing of that item and, thus, inflate the total cost for the building. For example, most commercial building models for two stories and above include costs for elevators. A second example is overhead doors: Most models, where overhead doors are typical, have a percentage of the exterior wall devoted to the cost of the overhead doors. If the building being collected has space considerably more than what is accounted for in the commercial building model, the excess should be collected as a miscellaneous improvement (MS1).

STR CD	DESCRIPTION	MSR CODE	DIM 1	DIM 2	SQFT/ Misc	MSR UNITS
AP1	Fence, chain link: Galvanized steel cyclone or chain link with posts and rails.	2	Length	Height	-----	Feet
AP2	Fence, picket: Cedar with posts.	2	Length	Height	-----	Feet
AP3	Fence, stockade: Deluxe decorative view wood, one side only with posts and rails.	2	Length	Height	-----	Feet
AP4	Fence, post and rail: Split cedar with posts and two rails.	2	Length	Height	-----	Feet
AP5	Fence, basket weave: Wood with posts and rails.	2	Length	Height	-----	Feet
AP6	Fence, ornamental iron: Formed iron bars with posts and rails.	2	Length	Height	-----	Feet
AP7	Wall, brick or stone: Retaining wall.	2	Length	Height	-----	Feet
AP8	Fence, aluminum chain link: Same design as AP1 but made of aluminum.	2	Length	Height	-----	Feet
BB1	Billboard, double pole: Single-face poster panel with wood poles or posts and frame, wood or metal panels.	2	Length	Height	-----	Feet
BB2	Billboard, single pole: Single-face or back to back races poster with single-pole steel center mount construction, wood or metal sections or panels.	2	Length	Height	-----	Feet
BE1	Bank money vault: A standard poured concrete money vault excluding the door which is inventoried as a separate item.	2 or 3	Length -----	Width -----	 Area	Feet Sq Ft
BE2	Bank record vault: A standard record storage vault, excluding door. It mainly provides fire protection.	2 or 3	Length -----	Width -----	 Area	Feet Sq Ft
BE3	Door, circular money vault: A high quality circular door, usually made to order.	3	-----	-----	Thick	Inches
BE4	Door, rectangular money vault: An average quality mass produced rectangular door.	3	-----	-----	Thick	Inches
BE5	Door, rectangular record storage: An inexpensive door for a record storage vault. This type of door is mainly to protect from fire and has poor theft protection features.	3	-----	-----	Fire Rating	Hours
BE6	Night deposit chute and box: The opening and storage container.	1	-----	-----	-----	Quantity
BE7	Drive-in window: The window mechanized drawer assembly and communication equipment.	1	-----	-----	-----	Quantity

STR CD	DESCRIPTION	MSR CODE	DIM 1	DIM 2	SQFT/ Misc	MSR UNITS
BE8	Bank service window: The window, mechanized drawer, and communication equipment for walk-up service.	1	-----	-----	-----	Quantity
BE9	Complete drive-in booth: Consists of bullet proof cage (400 to 600 SF) with rest room and canopy. Used mainly in 24-hour service installations.	1	-----	-----	-----	Quantity
BF1	24-hour walk-up automatic teller.	1	-----	-----	-----	Quantity
BF2	Pneumatic teller: Drive-up, stand-alone teller.	1	-----	-----	-----	Quantity
BH1	Boathouse, one story: Used for the storage of boats. One end has an opening to drive the boat into. The other three walls are enclosed and usually unfinished. These structures generally have electricity but no plumbing. The interior also contains a dock which should be inventoried separately.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
BH2	Boathouse, two story: Similar in construction and attributes to the one story boathouse, except it has rooms on the second floor. These rooms may be slightly finished but not to the extent that they would be as living quarters.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
BH3	Boathouse, two story: Similar to a BH2 except that the second floor is finished and used as living space. This structure may have plumbing.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
BH4	Boathouse, one story dry slip: Used for the storage of non-motorized watercraft. One end has a door where the boats are carried in from. The other three walls are enclosed and usually unfinished.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
BH5	Boathouse, two story dry slip: Similar in construction and attributes to the BH4 except that it has rooms on the 2nd floor. These rooms may be slightly finished but not to the extent that they are living quarters.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
BH6	Boathouse, two story dry slip, second floor finished SFLA: Similar to the BH5 except that the second floor is finished and used as living space. This structure may have plumbing.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft

STR CD	DESCRIPTION	MSR CODE	DIM 1	DIM 2	SQFT/ Misc	MSR UNITS
BH7	Boat shelter: Similar to a boathouse except the sides are not enclosed. These are generally pole type structures with a roof and surrounded by crib docks. Better quality structures may have a deck areal on top. The crib docks should be collected separately (see DK2).	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
BK1	Bulkhead, Concrete: A bulkhead is built to retain soil or water. It is commonly used to support soil against erosion. They are used for bridge abutments, docks, and other similar applications. The depth is assumed normally to be eight feet, unless otherwise described.	2	Length	Height	-----	Feet
BK2	Bulkhead, Steel: A bulkhead is built to retain soil or water. It is commonly used to support soil against erosion. They are used for bridge abutments, docks, and other similar applications. The depth is assumed normally to be eight feet, unless otherwise described.	2	Length	Height	-----	Feet
BK3	Bulkhead, Wood: A bulkhead is built to retain soil or water. It is commonly used to support soil against erosion. They are used for bridge abutments, docks, and other similar applications. The depth is assumed normally to be eight feet, unless otherwise described. The construction styles all rely on a tongue and groove construction for support, availability, and water or solid extension.	2	Length	Height	-----	Feet
CC1	Cabin/bungalow: Few amenities, few conveniences, constructed of minimum quality materials.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
CP4	Canopy, picnic shelter: Typical shelters are square or rectangular and are made of wood. They have broad open sides and usually no center posts and are built on concrete slabs. They usually contain enclosures for restrooms and/or small outdoor kitchen facilities.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
CP5	Canopy, roof only: A residential quality canopy or possibly a roof extension.	2 or 3	Length -----	Width -----	 Area	Feet Sq Ft
CP6	Canopy, with slab: The same as CP5 but with a slab for walking or driving on.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft

STR CD	DESCRIPTION	MSR CODE	DIM 1	DIM 2	SQFT/ Misc	MSR UNITS
CP7	Canopy with slab and screens: Basically a screened in porch with a concrete floor instead of wood.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
CP8	Canopy, commercial steel: A commercial quality canopy on a steel frame, possibly a roof extension.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
CP9	Canopy, commercial wood: A commercial quality canopy on a wood frame, possibly a roof extension.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
DK1	Stake dock: Constructed of poles in the lake bed or river bed connected by stringers and covered by docking. The docking is usually removed in winter to prevent damage. Construction is generally of wood and a common width is 4 feet.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
DK2	Dock, crib: A series of pressure treated wood cribs filled with rocks and covered by decking. Forty percent of the dock must be open underneath so that fish can swim through. May be found inside boat houses, boat shelters, or in the open.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
DK3	Dock, embedded: Constructed of steel, wood or concrete poles embedded in the water's floor, connected by stringers and covered by decking. This is similar to a DK1, except that the poles are embedded in the bottom and the decking is not removed in the winter. Construction is generally made of wood and a common width is 4 feet.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
DT1	Drive-in theater screen: A standard type screen, typically painted wood or light steel framing.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
EL1	Elevator, electric freight: A typical 4500 pound capacity, 100 foot per minute freight elevator.	2	# of Stops	Capacity (lbs.)	-----	
EL2	Elevator, electric passenger: A typical 3500 pound capacity, 500 foot per minute, 6' x 9' self-service passenger elevator.	2	# of Stops	Capacity (lbs.)	-----	
ES3	Escalator: A modern 30 degree angle escalator capable of carrying 5000 to 8000 people per hour.	2	Height	Step Width	-----	Feet

STR CD	DESCRIPTION	MSR CODE	DIM 1	DIM 2	SQFT/ Misc	MSR UNITS
FB1	Barn, one story dairy: These barns are equipped with rows of cow stanchions, cups, and stalls. Floors are concrete with gutters. The base cost includes stanchions, cups, stalls, concrete floor, electric wiring, lights, insulation, and mechanical ventilation.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
FB2	Barn, one and one-half story dairy: Same as FB1, except with a half story of storage above for use as a haymow.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
FB3	Barn, two story dairy: Same as FB1, except with a full second story area for use as a haymow.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
FB4	Barn, one story general purpose: These barns have minimum stalls or pens often for young stock, beef cattle or sheep. The base schedule includes minimum pens, concrete floor, electric wiring, and lights.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
FB5	Barn, one and one-half story general purpose: Same as FB4, except with half a story of storage above for use as a haymow.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
FB6	Barn, two story general purpose: Same as FB4, except with a full second story of storage for use as a haymow.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
FB7	Barn, pole: A one story large area barn with roof rafters or trusses supported by poles and lacking a foundation. They have come into wide use due to their economy of construction. They may be used to house livestock, poultry, or general farm use. The base cost includes concrete floor, electric wiring, and lights.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
FB8	Barn, horse: Usually a small one-story wood frame barn with double pitched roof. The building may have a small loft overhead for storage. The base cost includes concrete floor, electric wiring, and lights.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft

STR CD	DESCRIPTION	MSR CODE	DIM 1	DIM 2	SQFT/ Misc	MSR UNITS
FB9	Swine barn: This structure is used as housing for hogs. Normally this structure has multiple uses: breeding, furrowing, and growing - all occur under one roof. Included in the base costs are: concrete walls 9 to 10 feet in height, painted wood truss roof or shed design, insulated walls and ceiling ventilation systems varied by cost, aluminum or painted steel siding, 4" to 6" poured concrete floor, electrical wiring, and lighting.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
FC1	Shed, machinery: A small one-story wood shed used for storage. The base price excludes any wiring, plumbing or floor.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
FC2	Shed, aluminum: A small one-story pre-fabricated shed used for storage. The base price excludes any wiring, plumbing, or floor.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
FC3	Shed, galvanized: A small shed similar to FC2, but made of galvanized sheet steel instead of aluminum.	2 or 3	Length -----	Width -----	 Area	Feet Sq Ft
FC4	Shed, finished metal: A small one-story metal shed used for storage or as a shop. The base price includes exterior walls of heavy metal with a baked-on finish, a masonry floor, a foundation, and wiring for lights.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
FC5	Commodity Shed: Three sided shed with reinforced concrete walls, and a tall roof designed and used for the storage of grains, feed grains and other feed components which may have a flat or conical bottom and is designed specifically for on farm storage.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
FM1	Milk house: Small, separate structure used for cooling and holding milk for shipment. The base price includes concrete floor, electric wiring, and necessary plumbing. The milk tank is not included and should not be inventoried.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
FM2	Milking parlor: Separate structures wherein dairy cows are milked, the milk is cooled, and the equipment is cleaned and washed. The base price includes concrete floor, necessary plumbing, and electric wiring. Milking parlor stalls are not included in the base price.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
FM3	Milk house in barn: Similar to FM1 except shares at least one common wall with main barn.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft

STR CD	DESCRIPTION	MSR CODE	DIM 1	DIM 2	SQFT/ Misc	MSR UNITS
FM4	Milking parlor in barn: Similar to FM2 except shares at least one common wall with main barn.	2 or 3	Length -----	Width -----	 Area	Feet Sq Ft
FM5	Milking stalls: Milking stalls within the milking parlor (either the FM2 or FM4).	1	-----	-----	-----	Quantity
FM6	Milking stalls, rotary: A rotary stall carousel designed to hold 25-85 cows for the purpose of milking. Cows are loaded one at a time onto the platform that slowly rotates. By the time the platform has completed almost a full rotation, the milking cups are removed and the cows are backed off the platform.	1	-----	-----	-----	Quantity
FM7	Bulk Milk Storage: Temporary on the farm cooling and storage of raw milk, prior to tanker truck transfer to the milk processing plant. Tanks are made of stainless steel and include automatic washer.	3 or 4	----- Value	----- -----	Capacity -----	Gallons Dollars
FP1	One story poultry house: Barracks type one story structure used to house poultry. Walls and ceilings are insulated and there are many windows. Base price includes concrete floor, walls and ceiling insulation, and electric wiring with no forced air ventilation.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
FP2	Two story poultry house: Similar to FP1 except structure is two stories high.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
FP3	Additional-story poultry house: Similar to FP1 except structure is greater than two stories high.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
FQ3	Quonset, arch-rib: Hoop arch buildings are characterized by combustible, prefabricated, wood-post and tubular-steel, semi-circular (hoop: Quonset shape), framed roofs that curve to a short wooden or concrete pony wall, or to the ground. The roof and walls are generally covered with canvas or a woven vinyl tarp. Ground floors are typically dirt or can be a concrete slab.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft

STR CD	DESCRIPTION	MSR CODE	DIM 1	DIM 2	SQFT/ Misc	MSR UNITS
FQ4	Air supported structure (or air-inflated structure): Any structure that derives its structural integrity from the use of internal pressurized air to inflate a pliable material (i.e., structural fabric) envelope, so that air is the main support of the structure. It is usually dome-shaped, since this shape creates the strongest structure for the least amount of material. All access to the structure interior must be equipped with two sets of doors or revolving door (airlock). Air-supported structures are secured by heavy weights on the ground, ground anchors, attached to a foundation, or a combination of these.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
FQ5	Quonset hut: A pre-cut arch rib frame steel structure which is free from interior support posts. The base costs include a concrete floor and electric wiring but no heating or plumbing.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
FS1	Concrete stave silo: Farm silo constructed of concrete staves. Base price includes roof and ladder but no bottom unloader.	2	Height	Diameter	-----	Feet
FS2	Harvestore silo: Prefabricated glass lined steel silo with bottom unloader included in base price.	2	Height	Diameter	-----	Feet
FS3	Wood stave silo: Similar to FS1 except constructed of wood staves.	2	Height	Diameter	-----	Feet
FS4	Tile or concrete block silo: Similar to FS1 except constructed of tiles or concrete blocks.	2	Height	Diameter	-----	Feet
FS5	Metal silo: Similar to FS1 except constructed of metal.	2	Height	Diameter	-----	Feet
FS6	Steel storage bin: Base price of storage bin includes a concrete base, metal exterior wall and roof, access and fill hatches, crawl door, and ladder.	2	Height	Diameter	-----	Feet
FT1	Concrete wall bunker silo: Lowest cost farm silo consisting only of wall sections and supports. Walls are concrete with either concrete pillar type supports wooden railroad ties, or both. Assumed height 8'; width is assumed to be 32' wide. Base includes concrete floor.	3	-----	-----	Length	Linear Ft (Walls)

STR CD	DESCRIPTION	MSR CODE	DIM 1	DIM 2	SQFT/ Misc	MSR UNITS
FT2	Treated wood wall bunker silo: Similar to FT1 except composed of 6'-12' posts with wood planking secured steel U-bolts or U-straps. The width is assumed to be 32' wide. Base cost includes concrete floor.	3	-----	-----	Length	Linear Ft (Walls)
GB1	Gazebo, standard: Typical gazebos are octagon and can be made out of any building material (wood, steel, plastic, etc.). These commonly have broad open sides with a railing and no center post. The roofs are hip or mansard style which is supported by posts. These units can have a floor or can be placed on the ground.	3	-----	-----	Diameter	Feet
GB2	Gazebo, deluxe: Similar to a GB1 except that these commonly are enclosed with doors and are generally larger than the standard. These units may have electric and plumbing and generally have a floor.	3	-----	-----	Diameter	Feet
GC2	Simple designed golf course: 18 holes on 110 acres, 6900 yards long, par 67 on flat terrain, few bunkers, small tees. Base price is per hole.	1	-----	-----	Quantity	Holes
GC3	Typical private club golf course: 18 holes on 130 acres, 6500 yards long, par 70 on undulating terrain, bunkers at most greens, some large trees moved in or clearing of some wooded areas, driving range.	1	-----	-----	-----	Quantity # of holes
GC4	Championship golf course: 18 holes on 160 acres, 6900 yards long, par 72 on undulating terrain, fairway and greens bunkered and contoured, large tees and greens, large trees transplanted.	1	-----	-----	-----	Quantity # of holes
GC7	Pitch and putt course: A typical par 3. The base price is per hole.	1	-----	-----	-----	Quantity # of holes
GC8	Driving range: A typical driving range. The base price is per hole.	1	-----	-----	-----	Quantity # stations
GC9	Miniature golf course: A typical quality miniature golf course. The base price is per hole.	1	-----	-----	-----	Quantity # of holes
GH2	Greenhouse, residential: Base price includes wooden or metal frame, foundation, heating, lighting, plumbing, glass or fiberglass walls and roof.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft

STR CD	DESCRIPTION	MSR CODE	DIM 1	DIM 2	SQFT/ Misc	MSR UNITS
GH3	Steel frame commercial greenhouse: Base price includes steel frame, foundation, lighting, plumbing, glass or fiberglass 5-7 foot walls and roof vents.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
GH4	Wood frame commercial greenhouse: Similar to GH3, except framed with wood.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
GH5	Aluminum frame commercial greenhouse: Similar to GH3, EXCEPT framed with aluminum.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
GL1	Grain loading equipment: Elevator type device generally surrounded by steel storage bins (FS6). Base price includes: receiving hopper and auger, elevator (conveyor), drive units, consignor, downspouts, ladders and platforms, grain retarders, grain cleaners, cushion boxes, valves and controls.	2	Height (Feet)	Capacity (Bushels/Hr)	-----	Feet
GN1	Generator, built-in, residential: Generally used to power up a house during a black out. These models are fused into the residence electrical panel and automatically switch on during power outages. These models differ considerably in wattage and price when compared to portable units. These emergency generators usually come in wattages of 3,000 to 17,500. The higher wattage generators can handle all the appliances in a home simultaneously (i.e., stove, refrigerator, washer, dryer, lights, etc.).	3	-----	-----	Watts	Watts
GN2	Generator, built-in, commercial: Similar to a GN1 except that commercial/industrial generators can provide extremely high level of power for long periods of time. These models are fused into the electrical panel and automatically switch on during power outages. There are also many options such a noise reduction and cooling systems.	3	-----	-----	Watts	Watts
KO1	Kitchen, outdoor: Full service counter/prep stations that are housed outdoors in porch type structures or on decks/patios. They include full size grill, sink and refrigerator, as well as the option for additional items (i.e., pizza oven, wine cooler, etc.). There is full electric, gas and water built into the structure.	3	-----	-----	Length	Feet

STR CD	DESCRIPTION	MSR CODE	DIM 1	DIM 2	SQFT/ Misc	MSR UNITS
LD1	Loading dock, wood: A common commercial style wood on heavy wood beam loading dock.	2	Length	Width	-----	Feet
		or				
		3	-----	-----	Area	Sq Ft
LD2	Loading dock, steel or concrete: Heavy duty commercial loading dock.	2	Length	Width	-----	Feet
		or				
		3	-----	-----	Area	Sq Ft
LP1	Paving, concrete: Concrete paving of roads including the base and site preparation. (If thickness is left blank, the cost program will default to 6 inches).	2	Area (Sq Ft)	Thickness (Inches)	-----	Sq Ft
		or				
		3	-----	-----	Area	Sq Ft
LP2	Walks, concrete: Concrete paving of walkways including the minor site preparation, but no base. (If thickness is left blank, the cost program will default to 4 inches).	2	Area (Sq Ft)	Thickness (Inches)	-----	Sq Ft
		or				
		3	-----	-----	Area	Sq Ft
LP3	Patio, concrete: Concrete paving of patios including minor site preparation, but no base. (If thickness is left blank the cost program will default to 4 inches).	2	Area (Sq Ft)	Thickness (Inches)	-----	Sq Ft
		or				
		3	-----	-----	Area	Sq Ft
LP4	Paving, asphalt: Asphalt paving of roads including site preparation and base. (If thickness is left blank, the cost program will default to 4 inches).	2	Area (Sq Ft)	Thickness (Inches)	-----	Sq Ft
		or				
		3	-----	-----	Area	Sq Ft
LP5	Walks, asphalt: Asphalt paving of walkways including minor site preparation, but no base. (If thickness is left blank, the cost program will default to 2 inches).	2	Area (Sq Ft)	Thickness (Inches)	-----	Sq Ft
		or				
		3	-----	-----	Area	Sq Ft
LP6	Patio, asphalt: Asphalt paving of patios including minor site preparation, but no base. (If thickness is left blank, the cost program will default to 3 inches).	2	Area (Sq Ft)	Thickness (Inches)	-----	Sq Ft
		or				
		3	-----	-----	Area	Sq Ft
LP7	Patio, flagstone: Slate flagstone on a sand base including minor site preparation.	2	Length	Width	-----	Feet
		or				
		3	-----	-----	Area	Sq Ft
LP8	Patio, flagstone in concrete: Concrete paving of patios with inlaid slate surfacing including minor site preparation, but no base.	2	Length	Width	-----	Feet
		or				
		3	-----	-----	Area	Sq Ft
LP9	Patio, brick: Brick on a sand base including minor site preparation.	2	Length	Width	-----	Feet
		or				
		3	-----	-----	Area	Sq Ft

STR CD	DESCRIPTION	MSR CODE	DIM 1	DIM 2	SQFT/ Misc	MSR UNITS
LR1	Spa and/or hot tub: Attached/built-in allows for easy entry, stepping into the water from deck or seating level. Built-ins are able to use gas heating equipment, not being reliant on costly electrical power, as portables are. Custom installations locate equipment away from the tub, eliminating the sound of operation. Portables have noisy equipment underneath the box.	3	-----	-----	Area	Sq Ft
LR2	Pool house, standard: A structure which may contain equipment used for a swimming pool, a place to change or towel off after a swim, an open air enclosure for a hot tub, additional storage, a bathroom, and/or a social area. Limited amenities.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
LR3	Pool house, deluxe: In addition to the features of the LR2, this structure contains all the features of a small house with a complete small kitchen, bedroom and bath (full service electric and plumbing).	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
LS1	Pool, steel vinyl: An in-ground swimming pool with flexible vinyl liner. Base cost includes filtering system and circulating pump.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
LS2	Pool, fiberglass: An in-ground swimming pool with rigid fiberglass shell over concrete, concrete block, or wood wall. Base cost includes filtering system, circulating pump, chlorinator, and diving board.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
LS3	Pool, poured concrete: An in-ground swimming pool made of pre-cast concrete or concrete poured in forms. Base cost includes filtering system, circulating pump, chlorinator, and diving board.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
LS4	Pool, gunite: An in-ground swimming pool consisting of a pneumatically applied mixture of concrete over a steel mesh frame. This is a premium type pool and can be found in many shapes. Base cost includes filtering system, circulating pump, chlorinator, and diving board.	or 3	-----	-----	Area	Sq Ft
LS5	Pool, above ground: An above ground swimming pool consisting of a steel or aluminum panel with wall braces and vinyl liner. Base cost includes filtering system and circulating pump.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft

STR CD	DESCRIPTION	MSR CODE	DIM 1	DIM 2	SQFT/ Misc	MSR UNITS
LS6	Pool, endless lap: A small pool, generally around 7' x 14' x 39" deep, that features directional jets or a power wheel designed to provide a smooth wide and deep current to give an aquatic exercise experience (swim-in place, walk-in place, and other aqua therapy). Some may also be equipped with a motorized treadmill.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
LS7	Pool, infinity edge (also known as negative edge, zero edge, disappearing edge or vanishing edge pool): A swimming or reflecting pool which produces a visual effect of water extending to the horizon, vanishing, or extending to "infinity."	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
LS8	Pool, concrete wading: An in-ground concrete wading pool, average 3' deep. The base cost includes filtering system and circulating pump.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
LS9	Pool, motel type: A commercial quality in-ground, poured concrete swimming pool. The base cost includes filtering system, circulating pump, chlorinator, heater, and diving board.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
LT1	Floodlight, mercury vapor: An industrial quality outdoor, wall-mounted assembly consisting of ballast, lamp fixture and lamp.	3	-----	-----	Power Rating	Watts
LT2	Floodlight, incandescent: An industrial quality, outdoor wall mounted assembly consisting of lamp fixture and lamp.	3	-----	-----	Power Rating	Watts
LT3	Streetlight, fluorescent: Consists of steel or aluminum pole lamp fixture, support arm for fixture, fluorescent lamp, and ballast.	3	-----	-----	Pole Height	Feet
LT4	Streetlight, incandescent: Consists of steel or aluminum pole, lamp fixture, support arm for fixture, and incandescent lamp.	3	-----	-----	Pole Height	Feet
LT5	Streetlight, mercury vapor: Consists of steel or aluminum pole, lamp fixture, support arm for fixture, mercury vapor lamp, and ballast.	3	-----	-----	Pole Height	Feet

STR CD	DESCRIPTION	MSR CODE	DIM 1	DIM 2	SQFT/ Misc	MSR UNITS
LW1	In-ground water feature: A water feature is typically a spitter or decorative fountain that sits atop an underground reservoir that keeps recirculating water. These fountains can be customized to create a water feature in the landscape using ceramic urns, brass sculptures and/or carved stone structures, etc.	3	-----	-----	Diagonal	Inches
MH1	Manufactured housing basement area: Cost is calculated based on the square footage of basement area under the mobile home.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
MH2	Mobile home roof: An extension of the factory built roof. Cost is calculated based on the square footage of the roof area constructed at the site.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
MH5	Mobile home: Base cost includes bath, built-in kitchen, central heat, built-in furniture and some carpeting. It also includes delivery, set-up charges, and ordinary service connections. It does not include foundations, skirts, or site development.	2	Length (Length must be in DIM 1)	Width (Width must be in DIM 2)	-----	Feet
MH6	Mobile home 7' x 12' add-on room: Factory manufactured room of same quality, construction, and attributes as the mobile home.	1	-----	-----	-----	Quantity
MH7	Mobile home 7' x 24' add-on room: Similar to MH6, except larger.	1	-----	-----	-----	Quantity
MH8	Mobile home tip-out room: Factory manufactured room which is shipped tucked into the mobile home and is tipped out when set up on location	1	-----	-----	-----	Quantity
MH9	Mobile home wood framed add-on room: Usually constructed on-site with siding, roofing, and interior compatible with the mobile home.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
MP1	Manure pit, concrete: Concrete tanks used to store manure for fertilizer. Base price includes 6"-8" wide reinforced poured concrete walls and the manure pit roof.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
MP2	Manure pit, metal: Metal tanks used to store manure for fertilizer. Base price includes concrete foundation and floor. The walls are made of large blue-coated steel panels with glass fused to the steel.	2	Height	Diameter	-----	Feet

STR CD	DESCRIPTION	MSR CODE	DIM 1	DIM 2	SQFT/ Misc	MSR UNITS
MS1	Miscellaneous structure: A code to describe an item which either has no code or which is being lump-sum valued. For example, an industrial property may have special real property equipment (such as extra boilers) for which there is no code. Also, a property may have some low improvements, or even buildings, which the user wants to give a lump sum value. In either case, the value must be manually calculated and entered under the primary dimension (DIM1) on card. A notation describing the structure(s) should be made in the notes area on the card.	4	Value	-----	-----	Dollars
OF1	Outdoor Furnace: An outdoor wood-fired boiler used as a heating system. They are generally small shacks with metal siding. They are self-contained and are only connected to the building they heat through underground insulated water pipes. They contain a metal combustion chamber for a wood fire, which is surrounded by a water tank or water jacket.	3	-----	-----	Gallons	Gallons
OH1	Overhead door, commercial: Complete cost of a heavy-duty wood overhead door. (Check model for percentage inclusion in base costs).	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
OH2	Overhead door: Complete cost of a standard residential quality wood overhead door.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
OH3	Overhead door, steel: This is a commercial grade non-insulated sectional steel overhead door.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
RC1	Carport, residential type: The base price includes a single pitched roof, poles or columns to support the roof, and a concrete pad.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
RG1	Garage, one story attached: A residential-type garage which shares at least one common wall with the house. The base price includes a foundation, masonry floor, and lights. There is no interior finish.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
RG2	Garage, one and one-half story attached: Similar to RG1, except having an unfinished half story attic area.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft

STR CD	DESCRIPTION	MSR CODE	DIM 1	DIM 2	SQFT/ Misc	MSR UNITS
RG3	Garage, two story attached: Similar to RG1, except with a full unfinished second story used for storage.	2	Length	Width	-----	Feet
		or				
		3	-----	-----	Area	Sq Ft
RG4	Garage, one story detached: A residential-type garage which is not connected to any other buildings	2	Length	Width	-----	Feet
		or				
		3	-----	-----	Area	Sq Ft
RG5	Garage, one and one-half story detached: Similar to RG4, but with an unfinished half story attic area.	2	Length	Width	-----	Feet
		or				
		3	-----	-----	Area	Sq Ft
RG6	Garage, two story detached: Similar to RG4, but with a full unfinished second story used for storage.	2	Length	Width	-----	Feet
		or				
		3	-----	-----	Area	Sq Ft
RG7	Garage with an apartment: Detached garage with vehicle storage on the first floor and living space on the second floor. The first floor interior finish should be comparable to a 1 story garage and the second floor should have typical residential grade finish and attributes.	2	Length	Width	-----	Feet
		or				
		3	-----	-----	Area	Sq Ft
RN2	Walk-in cold room: Between 8 and 12 feet high. Base price includes framing, insulation, and mechanical equipment.	2	Area (Sq Ft)	1,2,3,4 Degree Code (note below)	-----	
RN6	Warehouse with cold storage: Area between 18 and 25 feet high. The base price includes framing, insulation and mechanical equipment.	2	Area (Sq Ft)	1,2,3,4 Degree Code (note below)	-----	
RP1	Porch, open: A porch consisting of a wood floor.	2	Length	Width	-----	Feet
		or				
		3	-----	-----	Area	Sq Ft
RP2	Porch, covered: A porch consisting of a wood roof over a wood floor	2	Length	Width	-----	Feet
		or				
		3	-----	-----	Area	Sq Ft
RP3	Porch, screen: A porch consisting of a wood roof over a wood floor on piers with screen walls.	2	Length	Width	-----	Feet
		or				
		3	-----	-----	Area	Sq Ft

NOTE: Degree Code

1 =	40°	to	55°F
2 =	20°	to	30°F
3 =	- 10°	to	20°F
4 =	- 30°	to	- 40°F

STR CD	DESCRIPTION	MSR CODE	DIM 1	DIM 2	SQFT/ Misc	MSR UNITS
RP4	Porch, enclosed: A porch consisting of a wood roof over a wood floor with wood walls. It differs from living area because it has no interior finish or utilities. It is usually of cheaper construction than the dwelling.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
RP5	Porch, upper open: Similar to the RP1 but found on the upper story of the dwelling. If there is another porch beneath it, it must be inventoried as another improvement record.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
RP6	Porch, upper covered: Similar to the RP2 but found on the upper story of the dwelling. If there is another porch beneath it, it must be inventoried as another improvement record.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
RP7	Porch, upper screened: Similar to the RP3 but found on the upper level of the dwelling. If there is another porch beneath it, it must be inventoried as another improvement record.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
RP8	Porch, upper enclosed: Similar to the RP4 but found on the upper level of the dwelling. If there is another porch beneath it, it must be inventoried as another improvement record.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
SG1	Sign, single face time and temperature: An automatic system to display the time and temperature in electronic numerals. This type of system is usually mounted on the side of a building and includes the display board and all associated control equipment.	1	-----	-----	-----	Quantity
SG2	Sign, double face time and temperature: A similar type of system as SG1 but mounted on a pole or pedestal.	1	-----	-----	-----	Quantity
SG3	Sign, rotator: Complete system similar to SG2, except on a rotating pole or pedestal. The base cost includes the display boards, all associated control equipment, the pole or pedestal (with bearing assembly for rotation), and the rotator motor.	1	-----	-----	-----	Quantity
SN1	Sign, single face neon: A common type neon sign including the transformer.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
SN2	Sign, double face neon: A common type neon sign. The base cost includes two neon signs, a divider and support assembly, and the transformer.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft

STR CD	DESCRIPTION	MSR CODE	DIM 1	DIM 2	SQFT/ Misc	MSR UNITS
SN3	Sign, single face plastic: An inexpensive plastic cover with plastic letters over a light frame with an interior light. This type of sign is usually building mounted.	2	Length	Width	-----	Feet
		or				
		3	-----	-----	Area	Sq Ft
SN4	Sign, double face plastic: Similar to SN3, except with two faces and mounted on a pole.	2	Length	Width	-----	Feet
		or				
		3	-----	-----	Area	Sq Ft
SN5	Sign, single face wood: An inexpensive single face painted sign on wood with minimal flood-lighting. This type of sign is usually building mounted.	2	Length	Width	-----	Feet
		or				
		3	-----	-----	Area	Sq Ft
SN6	Sign, double face wood: Similar to SN5, except with two faces and usually pole mounted.	2	Length	Width	-----	Feet
		or				
		3	-----	-----	Area	Sq Ft
SN7	Sign, single face metal: An inexpensive single face sign painted on sheet metal with minimal floodlighting. This type of sign is usually building mounted.	2	Length	Width	-----	Feet
		or				
		3	-----	-----	Area	Sq Ft
SN8	Sign, double face metal: Similar to SN7, except with two faces and usually pole mounted.	2	Length	Width	-----	Feet
		or				
		3	-----	-----	Area	Sq Ft
SP1	Solar Panels, water: Solar collectors are installed on a roof. With a two-tank system, cold water is fed through the collector, which pre-heats the water. In a one-tank system, a conventional heater is combined inside the solar storage tank.	3	-----	-----	Gallons	Gallons
SP2	Solar Panels, electric, photovoltaic: Solar panels consist of cells that generate electricity from sunlight. Solar panels are typically installed on the roof. Excess power is fed back to the grid, and the power company credits the property's account.	3	-----	-----	Kilo-watts	Kilo-watts
TC1	Tennis court, residential: Base price includes asphalt or concrete playing surface, total fence enclosure, some lights, nets, posts, and striping.	2	Length	Width	-----	Feet
		or				
		3	-----	-----	Area	Sq Ft
TC2	Tennis court, residential: Base price includes asphalt playing surface, minimum enclosure, no lights, net, posts, and striping.	2	Length	Width	-----	Feet
		or				
		3	-----	-----	Area	Sq Ft

STR CD	DESCRIPTION	MSR CODE	DIM 1	DIM 2	SQFT/ Misc	MSR UNITS
TC3	Tennis court, residential: Base price includes asphalt playing surface, backstops with minimum screening, no lights, net posts, and striping.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
TC4	Tennis court, residential: Base price includes grass or sod playing surface, back stops, no lights, net, posts, and striping.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
TC5	Tennis court, clay: Base price includes clay playing surface, total fence enclosures (8-12 foot tall), court lights mounted on poles, net posts, and striping.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
TC6	Tennis court, asphalt: Similar to TC5 except with asphalt surface.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
TC7	Tennis court, cork: Similar to TC5 except with rubber cork surface.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
TC8	Tennis court, concrete: Similar to TC5 except with concrete surface.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
TC9	Tennis court, synthetic: Similar to TC5 except with synthetic surface.	2 or 3	Length -----	Width -----	----- Area	Feet Sq Ft
TK1	Steel tank with tower: A welded steel tank mounted on a steel tower. The base price includes the tank, the tower (measured to the bottom of the tank), footings, balcony, railways, pipe to ground, valve, and indicator gauge.	2	Capacity	Height (Ft)	-----	Gallons
TK2	Wood tank with tower: Similar to TK1 except constructed with wood.	2	Capacity	Height (Ft)	-----	Gallons
TK3	Petroleum storage tank: Welded steel tank erected on sand or gravel with steel ring curb. Price includes foundation, cone roof and supports, outside ladder, roof shell manholes, and roof vent.	3	-----	-----	Capacity	Barrels
TK4	Underground fuel tank: Welded steel tank installed underground. Price includes fittings, excavation, and backfill.	3	-----	-----	Capacity	Gallons
TK5	Vertical bulk storage tank: Price includes foundation, fittings, and roof.	3	-----	-----	Capacity	Gallons

STR CD	DESCRIPTION	MSR CODE	DIM 1	DIM 2	SQFT/ Misc	MSR UNITS
TK6	Horizontal bulk storage tank: Price includes saddles or legs, fittings, and foundation.	3	-----	-----	Capacity	Gallons
TK7	Propane storage tank: Above ground, high pressure storage tanks, including piping and support cradle.	3	-----	-----	Capacity	Gallons
TK8	Concrete surface reservoir: The base price includes foundation, dome roofs, and typical tank ancillaries.	3	-----	-----	Capacity	Gallons
TK9	Welded steel surface reservoir: The base price includes typical ancillaries such as roof, ladder, and fittings.	3	-----	-----	Capacity	Gallons (Thousand)
TL1	Underground Fuel Tank: Fiberglass construction, installed underground. Price includes piping, fill boxes and vents.	3	-----	-----	Capacity	Gallons
TP1	Mobile Home Pad: Cost for organized commercial mobile home park from the cheap transient park to the high quality design for permanent living. Costs included in the per space figure include the following: Engineering, grading, street paving, patios and walks, sewer, water, gas and electrical.	1	-----	-----	-----	Quantity (Pads)
TW1	Tower, Guyed: This type of tower is supported by cable guy wires and is most commonly used in radio, television, and microwave applications. In general, the distance between the legs will increase as the height of the tower or the number of dishes increases. Guyed towers require two variables to be collected, the width of the tower and its height.	3	-----	-----	Height	Feet
TW2	Tower, Free: This type of tower is free standing with a metal frame design and is most commonly used in radio, television, and microwave applications. Self-supporting towers require the collection of the tower height only.	3	-----	-----	Height	Feet
TW3	Tower, Monopole: This type of tower is a free standing structure. Monopole towers are most commonly used in cellular telephone and personal communication service (PCS) applications.	3	-----	-----	Height	Feet

STR CD	DESCRIPTION	MSR CODE	DIM 1	DIM 2	SQFT/ Misc	MSR UNITS
WB1	Fireplace, zero clearance: Zero clearance fireplaces are factory built units made from sheet metal or cast iron. Zero clearance fireplaces are so named because they are sufficiently insulated to be installed within close proximity of walls or wood framework without requiring a masonry foundation.	1	-----	-----	-----	Quantity
WB2	Fireplace, masonry construction: A fireplace that is constructed of brick, stone and/or concrete block. A chimney made of brick or stone is attached at the top to vent combusted by-products from the dwelling.	1	-----	-----	-----	Quantity
WB3	Fireplace, free standing: Referred to as "fake fire" or gas fireplace. These fireplace units are free standing, requiring no chimney and no hearth.	3	-----	-----	BTU's	BTU's
WB4	Fireplace, outdoor: An outdoor fireplace similar to a WB2, but is used for building fires away from a house or commercial building. Similar in construction to WB2, an outdoor fireplace is usually added to a stone, brick or concrete patio.	3	-----	-----	Length	Inches
WT1	Wind Turbine, residential: This wind turbine converts wind into electricity for residential purposes. When the wind blows, the propeller turns and the alternator begins to produce electricity. The major difference between residential and commercial generators is gearing, which is not an option for residential turbines due to the small generators used, the weight, cost and size.	3	-----	-----	Watts	Watts
WT2	Wind Turbine, commercial: Very similar to a WT1, except for the size and capacity of the wind turbine. The primary difference is the ability to modify the gearing of the commercial wind turbines which enable the blades to turn relatively slow.	3	-----	-----	Watts	Watts

PROPERTY TYPE

CLASSIFICATION AND OWNERSHIP CODES

NEW YORK STATE OFFICE OF REAL PROPERTY SERVICES

This document exists in the Assessor's Manual, as Appendix-B of the Residential-Farm-Vacant section. Additional copies may be obtained from the New York State Office of Real Property Services, WA Harriman State Campus, Albany, New York 12227 (Telephone: (518) 474-1764).

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WATERFRONT / PROPERTY OWNERSHIP CODES: What are they and how are they used?

Property Type Classification Codes were originally developed to describe the primary use of each parcel of real property on an assessment roll. They were not designed to describe land having water frontage or the type of ownership of parcels. A need exists for ownership codes to describe land having water frontage or the type of ownership of parcels. A need exists for a field which can describe land having any significant water frontage and/or special forms of ownership, such as association, condominium, cooperative and time share. These kinds of ownership, and land that includes water frontage, may exist in many classes of property, for instance residential, commercial, recreation, etc. They may be found in various types of construction ranging from single detached units to high rise buildings to extended docking complexes.

Rather than create duplicate codes for all property types where ownership can vary, with or without water frontage ownership codes have been developed to be used with existing property type codes. The waterfront ownership codes should be used only for those properties meeting the following definitions.

For those using the New York State Real Property System (RPS) the waterfront/ ownership field is located on the property description and location update screen.

There are nine ownership codes:

A - **Association (without waterfront)**: The parcel is individually owned without any water frontage and, in addition, the owner of the parcel shares ownership with other members of the association in the ownership of common areas (i.e., land, lake frontage, docks, pools, tennis courts, etc.). The common areas should also have this code.

B . **Association (with waterfront)**: The parcel is individually owned with water frontage and, in addition, the owner of the parcel shares ownership with other members of the association in the ownership of common areas (i.e., land, lake frontage, docks, pools, tennis courts, etc.). The common areas should also have this code.

C - **Condominium (without waterfront)**: The property is held in condominium form of ownership without any water frontage. Typically a

unit is individually owned, and an interest is owned in the land and in common improvements.

D . **Condominium (with waterfront)**: The property is held in condominium form of ownership with water frontage. Typically a unit is individually owned, and an interest is owned in the land and in common improvements

P - **Cooperative (without waterfront)**: The property is held in cooperative form of ownership without any water frontage. The unit and improvements are not individually owned. Individuals own shares in the corporation which owns the entire property. The share defines the unit and its liabilities.

Q . **Cooperative (with waterfront)**: The property is held in cooperative form of ownership with water frontage. The unit and improvements are not individually owned. Individuals own shares in the corporation which owns the entire property. The share defines the unit and its liabilities.

T - **Time Share (without waterfront)**: There are multiple owners of the property, each with the right to use a specific unit for a specific time period annually. There is no water frontage.

U . **Time Share (with waterfront)**: There are multiple owners of the property, each with the right to use a specific unit for a specific time period annually. There is water frontage.

W . Property not held in any of these forms of ownership but having water frontage requires a "W" to signify the presence of water frontage.

Property not held in any of these forms of that does not have water frontage requires no waterfront/ownership code.

The following are examples of the use of the waterfront/ ownership code in conjunction with the property class codes:

A condominium located in a two story building with eight units and no water frontage would be coded as 411-C.

A single family townhouse held in condominium form of ownership and with water frontage would be classified as a 210-D. If the above townhouse were owned in fee simple in an association, it would be coded 210-B.

A piece of land best suited for improvement for residential or seasonal purpose with significant water frontage would be classified as a 311-W.

HOW TO LOCATE THE PROPER PROPERTY TYPE CLASSIFICATION CODE

The New York State Office of Real Property Services has developed a simple and uniform classification system to be used in assessment administration in New York State.

The system of classification consists of numeric codes in nine categories. Each category is composed of divisions, indicated by the second digit, and subdivisions (where required), indicated by a third digit. The nine categories are:

	Category		Description
100	Agricultural	-	Property used for the production of crops or livestock.
200	Residential	-	Property used for human habitation. Living accommodations such as hotels, motels, and apartments are in the Commercial category - 400.
300	Vacant Land	-	Property that is not in use, is in temporary use, or lacks permanent improvement.
400	Commercial	-	Property used for the sale of goods and/or services.
500	Recreation & Entertainment	-	Property used by groups for recreation, amusement, or entertainment.
600	Community Services	-	Property used for the well being of the community.

700	Industrial	-	Property used for the production and fabrication of durable and nondurable man-made goods.
800	Public Services	-	Property used to provide services to the general public.
900	Wild, Forested, Conservation Lands & Public Parks	-	Reforested lands, preserves, and private hunting and fishing clubs

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The table shown below is part of the coding structure in the Recreation and Entertainment Category. This table demonstrates how to decide what code to use when a property is either clearly described or inadequately described.

500	-	Recreation and Entertainment	(Category)
530	-	Amusement Facilities	(Division)
531	-	Fairgrounds	
532	-	Amusement Parks	(Subdivisions)
533	-	Game Farms	
534	-	Social Organizations	

The number "0" has been reserved to fill in the coding structure where description of a property is inadequate to assign a code at the division level, subdivision level or where it was not necessary to establish a subdivision level.

A Recreation and Entertainment facility that cannot be classified at a division level, should be coded "500" (category).

An amusement facility that is not a fairground, amusement park, game farm, or a social organization should be coded "530" (division).

A fairground should be coded "531" (subdivision).

100 - AGRICULTURAL

105 - Agricultural Vacant Land (Productive)
Land used as part of an operating farm. It does not have living accommodations and cannot be specifically related to any of the other divisions in the agricultural category. Usually found when an operating farm is made up of a number of contiguous parcels.

110 - Livestock and Products

111 - Poultry and Poultry Products: eggs, chickens, turkeys, ducks and geese

112 - Dairy Products: milk, butter and cheese

113 - Cattle, Calves, Hogs

114 - Sheep and Wool

115 - Honey and Beeswax

116 - Other Livestock: donkeys, goats

117 - Horse Farms

120 - Field Crops
Potatoes, wheat, hay, dry beans, corn, oats, and other field crops.

129 - Acquired Development Rights
Land for which development rights have been acquired by a governmental agency (e.g., certain agricultural lands in Suffolk County).

100 - AGRICULTURAL (cont.)

130 - Truck Crops - Mucklands
Muckland used to grow potatoes, sugar beets, onions, snap beans, tomatoes, cabbage, lettuce, cauliflower, sweet corn, celery, etc.

140 - Truck Crops - Not Mucklands
Nonmuckland used to grow onions, snap beans, tomatoes, cabbage, lettuce, cauliflower, sweet corn, celery, carrots, beets, peas, etc.

150 - Orchard Crops

151 - Apples, Pears, Peaches, Cherries, etc.

152 - Vineyards

160 - Other Fruits
Strawberries, raspberries, dewberries, currants, etc.

170 - Nursery and Greenhouse
Buildings, greenhouses and land used for growing nursery stock, trees, flowers, hothouse plants, mushrooms, etc.

180 - Specialty Farms

181 - Fur Products: mink, chinchilla, etc.

182 - Pheasant, etc.

183 - Aquatic: oysterlands, fish and aquatic plants

184 - Livestock: deer, moose, llamas, buffalo, etc.

190 - Fish, Game and Wildlife Preserves

200 - RESIDENTIAL

210 - One Family Year-Round Residence
A one family dwelling constructed for year-round occupancy (adequate insulation, heating, etc.).

NOTE: If not constructed for year-round occupancy, see code 260.

This following property classification code changes will be established beginning with the 2007 assessment roll. Please make the necessary changes now, as you update your assessment roll.

215- One Family Year-Round Residence with Accessory Apartment
A one family, year round residence with a secondary self contained dwelling unit. Accessory apartments are usually contained within or added to the principle residence and are often occupied by immediate family members.

220 - Two Family Year-Round Residence
A two family dwelling constructed for year-round occupancy.

230 - Three Family Year-Round Residence
A three family dwelling constructed for year-round occupancy.

240 - Rural Residence with Acreage
A year-round residence with 10 or more acres of land; it may have up to three year-round dwelling units.

241 - Primarily residential, also used in agricultural production

242 - Recreational use

250 - Estate
A residential property of not less than 5 acres with a luxurious residence and auxiliary buildings.

260 - Seasonal Residences
Dwelling units generally used for seasonal occupancy; not constructed for year-round occupancy (inadequate insulation, heating, etc.). If the value of the land and timber exceeds the value of the seasonal dwelling, the property should be listed as forest land (see category 900).

NOTE: If constructed for year-round occupancy, see code 210.

270 - Mobile Home
A portable structure built on a chassis and used as a permanent dwelling unit.

271 - Multiple Mobile Homes
More than one mobile home on one parcel of land; not a commercial enterprise.

280 - Residential - Multi-Purpose / Multi-Structure

281 - Multiple Residences
More than one residential dwelling on one parcel of land. May be a mixture of codes 210's, 220's and 230's, or all one type.

283 - Residence with Incidental Commercial Use
A residence which has been partially converted or adapted for commercial use (e.g. residence with small office in basement). Primary use is residential

300 - VACANT LAND

This following property classification code changes will be established beginning with the 2004 assessment roll. Please make the necessary changes now, as you update your assessment roll.

New Description	*New Class*	*Old Class*	*Old Description*
Dropped		313	Waterfront Vacant Lots
Dropped		316	Waterfront Land Including a Small Improvement (not used for living accommodations)

310 - Residential

311 - Residential Vacant Land
Vacant lots or acreage located in residential areas

312 - Residential Land Including a Small Improvement (not used for living accommodations)
Includes a private garage on a parcel of land separate from the residence. Does not include a small garage where space is being rented out (see code 439).

314 - Rural Vacant Lots of 10 Acres or Less
Located in rural residential areas.

315 - Underwater Vacant Land
Underwater land, in a seasonal residential area, not owned by a governmental jurisdiction.

300 - VACANT LAND

320 - Rural

321 - Abandoned Agricultural Land
Nonproductive; not part of an operating farm.

322 - Residential Vacant Land Over 10 Acres
Located in rural areas.

323 - Other Rural Vacant Lands
Waste lands, sand dunes, salt marshes, swamps, rocky areas, and woods and brush of noncommercial tree species not associated with forest lands.

330 - Vacant Land Located in Commercial Areas

331 - Commercial Vacant with minor improvements

340 - Vacant Land Located in Industrial Areas

341 - Industrial Vacant with minor improvements

350 - Urban Renewal or Slum Clearance
Vacant lots or acreage undergoing urban renewal or slum clearance; improvements must be abandoned.

380 - Public Utility Vacant Land
Public utility company vacant lands.

400 - COMMERCIAL

410 - Living Accommodations

411 - Apartments

414 - Hotel

415 - Motel

416- Mobile Home Parks (trailer parks, trailer courts)
The mobile homes are usually owner occupied but the land and facilities are rented or leased. (See code 270 for individual mobile homes.)

417 - Camps, Cottages, Bungalows
Usually rented on a seasonal basis.

418 - Inns, Lodges, Boarding and Rooming Houses, Tourist Homes, Fraternity and Sorority Houses
Sleeping accommodations with or without meals or kitchen privileges.

420 - Dining Establishments

421 - Restaurants
Facilities which serve full course meals with or without legal beverages.

422 - Diners and Luncheonettes
Usually year-round facilities with counter service and limited seating

423 - Snack Bars, Drive-Ins, Ice Cream Bars
Usually seasonal, with window and/or car service, possibly limited counter service (e.g., A & W Root Beer, Tastee Freeze Ice Cream, etc.).

424 - Night Clubs
Facilities which feature an extensive menu, legal beverages and live entertainment.

400 - COMMERCIAL (cont.)

425 - Bar
Facilities which serve only legal beverages, not food.

426 - Fast Food Franchises
Year-round, with counter service, limited menus and a drive-up window (e.g., McDonald's, Burger King, etc.).

430 - Motor Vehicle Services

431 - Auto Dealers - Sales and Service
Includes truck or farm machinery dealerships, auto or truck rental agencies, motor home sales and service facilities, etc.

432 - Service and Gas Stations
Sell gasoline and/or provide minor repairs and services.

433- Auto Body, Tire Shops, Other Related Auto Sales
Specialized auto equipment and repair (e.g., Goodyear Tire Center, Firestone Stores, etc.).

434 - Automatic Car Wash
Car is pulled through a series of cleaning processes.

435 - Manual Car Wash
Car is driven into a stall; revolving brushes rotate around the car (semiautomatic).

436 - Self-Service Car Wash
Usually a multi stall structure featuring a car owner operated coin system with spray type hoses for washing and rinsing a car.

400 - COMMERCIAL (cont.)

437 - Parking Garage
Usually a multistory structure with elevators and/or ramps, used mainly for car storage.

438 - Parking Lot
A commercial open parking lot for motor vehicles.

439 - Small Parking Garage
A garage with two or more stalls, usually found in a residential area, being rented for parking.

440 - Storage, Warehouse and Distribution Facilities

This following property classification code changes will be established beginning with the 2004 assessment roll. Please make the necessary changes now, as you update your assessment roll.

New Description	*New Class*	*Old Class*	*Old Description*
Fuel Storage and Distribution Facilities	**441**	441	Gasoline, fuel, Oil, Liquid Petroleum Storage and/or Distribution
"	**441**	442	Bottled Gas, Natural Gas Facilities
"	**441**	445	Coal Yards, Bins
Mini Warehouse (Self Service Storage)	**442**	NA	
Open – Not Used	**445**		

400 - COMMERCIAL (cont.)

441 - Fuel Storage and Distribution Facilities
Facility for fuel storage and distribution including gasoline, oil, liquid petroleum bottled gas, natural gas, and coal.

442 - Mini Warehouse (Self Service Storage)
This use reflects the partitioned warehouse space used for multiple tenant self service storage.

443 - Grain and Feed Elevators, Mixers, Sales Outlets

444 - Lumber Yards, Sawmills

446 - Cold Storage Facilities
Used for perishables, produce or other items.

447 - Trucking Terminals

448 - Piers, Wharves, Docks and Related Facilities

449 - Other Storage, Warehouse and Distribution Facilities.

400 - COMMERCIAL (cont.)

450 - Retail Services

451 - Regional Shopping Centers
Multi occupant facilities with ten or more stores, usually featuring a large department store or two, and ample paved parking.

452 - Area or Neighborhood Shopping Centers
Smaller shopping facilities which usually feature a junior department store, several other stores, and ample parking; may include a supermarket.

453 - Large Retail Outlets
These facilities are usually complemented by a large supermarket and have ample parking (e.g., Ames, Wal-mart, etc.).

454 - Large Retail Food Stores
These facilities usually belong to a chain and sell food and sundry items (e.g., Price Chopper, Hannaford, Topps, Wegmans, P&C, Big M, etc.).

455 - Dealerships - Sales and Service (other than auto with large sales operation)
Boats (also refer to code 570), snowmobiles, garden equipment, etc.

460 - Banks and Office Buildings

461 - Standard Bank/Single Occupant

462 - Drive-In Branch Bank

463 - Bank Complex with Office Building

464 - Office Building

465 - Professional Building

400 - COMMERCIAL (cont.)

470 - Miscellaneous Services

471 - Funeral Homes

472 - Dog Kennels, Veterinary Clinics

473 - Greenhouses

474 - Billboards

475 - Junkyards

480 - Multiple Use or Multipurpose
A building readily adaptable, with little physical change, for more than one use or purpose.

481 - Downtown Row Type (with common wall)
Usually a two or three story older structure with retail sales/services on the first floor and offices and/or apartments on the upper floors; little or no on-site parking.

482 - Downtown Row Type (detached)
The same type of use as in code 481, above, but this is a separate structure without party walls.

483 - Converted Residence
A building usually located in a residential area, which has been partially converted or adapted for office space (e.g., a doctor's or dentist's office with an apartment upstairs).

484 - One Story Small Structure
Usually a modern, one occupant, building adaptable for several uses (e.g., retail clothing store, small office, warehouse, pet shop, etc.).

400 - COMMERCIAL (cont.)

485 - One Story Small Structure - Multi occupant
Usually partitioned for two or more occupants, such as a liquor store, drug store, and a laundromat; limited parking on site.

486 - Minimart
Combination snack bar, market and gas station.

500 - RECREATION AND ENTERTAINMENT

510 - Entertainment Assembly

511 - Legitimate Theaters
Used primarily for live presentations of the performing arts (opera, drama, musicals, symphonies, ballet, etc.).

512 - Motion Picture Theaters (excludes drive-in theaters)

513 - Drive-In Theaters

514 - Auditoriums, Exhibition and Exposition Halls

515 - Radio, T.V. and Motion Picture Studios

520 - Sports Assembly

521 - Stadiums, Arenas, Armories, Field Houses

522 - Racetracks
Used for auto, horse, motorcycle, go-cart, or drag racing.

530 - Amusement Facilities

531 - Fairgrounds

532 - Amusement Parks

533 - Game Farms

534 - Social Organizations
Elks, Moose, Eagles, and Veterans' Posts, etc., whose primary purpose is social activities for members.

500 - RECREATION AND ENTERTAINMENT (cont)

540 - Indoor Sports Facilities

541 - Bowling Centers

542 - Ice or Roller Skating Rinks

543 - YMCA's, YWCA's, etc.

544 - Health Spas

545 - Indoor Swimming Pools

546 - Other Indoor Sports
Tennis courts, archery ranges, billiard centers, etc.

550 - Outdoor Sports Activities

551 - Skiing Centers
May include sleeping and dining facilities; not ski facilities of resort complexes.

552 - Public Golf Courses
May include other associated sports facilities and/or dining facilities.

553 - Private Golf Country Clubs
Includes those with other sports and dining facilities.

554 - Outdoor Swimming Pools

555 - Riding Stables

556 - Ice or Roller Skating Rinks (may be covered)

557 - Other Outdoor Sports
Driving ranges, miniature golf, tennis, baseball, batting ranges, polo fields, etc.

500 - RECREATION AND ENTERTAINMENT (cont)

560 - Improved Beaches
Improvements include bath houses, parking facilities, etc.

570 - Marinas
Improvements include docks and piers, boat storage facilities, repair shops, etc.

580 - Camps, Camping Facilities and Resorts

581 - Camps
Used by groups of children and/or adults.

582 - Camping Facilities
Improved areas/parks with accommodations for tents, campers or travel trailers or RV's.

583 - Resort Complexes
Dude ranches, resort hotels with sports facilities, etc.

590 - Parks

591 - Playgrounds

592 - Athletic Fields

593 - Picnic Grounds

600 - COMMUNITY SERVICES

610 - Education

611 - Libraries

612 - Schools
General, elementary and secondary.

613 - Colleges and Universities

614 - Special Schools and Institutions
Used for the physically or mentally impaired.

615 - Other Educational Facilities

620 - Religious

630 - Welfare

631 - Orphanages

632 - Benevolent and Moral Associations

633 - Homes for the Aged

640 - Health

641 - Hospitals

642 - All Other Health Facilities

650 - Government

651 - Highway Garage
Used for the storage and maintenance of highway equipment by any governmental jurisdiction; includes associated land.

652 - Office Building
Owned by any governmental jurisdiction; includes associated land.

600 - COMMUNITY SERVICES (cont.)

653 - Parking Lots
Owned by any governmental jurisdiction; includes land and appurtenant structures such as open single level lots as well as multilevel parking garages.

660 - Protection

661 - Army, Navy, Air Force, Marine and Coast Guard, Installations, Radar, etc.

662 - Police and Fire Protection, Electrical Signal Equipment and Other Facilities for Fire, Police, Civil Defense, etc.

670 - Correctional
Used by any governmental jurisdiction for housing within the criminal justice system.

680 - Cultural and Recreational

681 - Cultural Facilities
Museums, art galleries, etc.

682 - Recreational Facilities
Nature trails, bike paths, etc.

690 - Miscellaneous

691 - Professional Associations

692 - Roads, Streets, Highways and Parkways, Express or Otherwise (if listed) Including Adjoining Land

693 - Indian Reservations

694 - Animal Welfare Shelters

695 - Cemeteries

700 - INDUSTRIAL

A parcel including an office building on land located adjacent to or near an automobile assembly plant and used principally by the automobile manufacturer for its own offices should be coded as industrial under the appropriate division below. However, if such building is used principally by tenants leasing space therein, the parcel should be coded as commercial.

Also, an office building used principally by an industrial concern but located remote from its manufacturing plant should be coded as commercial rather than industrial (e.g., office buildings in Manhattan occupied principally by industrial companies whose manufacturing activities are located elsewhere throughout the country).

Parcels used for research aimed primarily at improving products should be coded as industrial, while parcels used for marketing research should be coded as commercial.

This following property classification code changes will be established beginning with the 2004 assessment roll. Please make the necessary changes now, as you update your assessment roll.

New Description	*New Class*	*Old Class*	*Old Description*
High Tech Manufacturing and Processing	712	NA	
Light Industrial Manufacturing and Processing	714	NA	
Heavy Manufacturing and Processing	715	NA	
Mining and Quarrying	720	721	Sand and Gravel
"	720	722	Limestone
"	720	723	Trap Rock
"	720	724	Salt
"	720	725	Iron and Titanium
"	720	726	Talc
"	720	727	Lead and Zinc
"	720	728	Gypsum
"	720	729	Other

700 - INDUSTRIAL (cont.)

710 - Manufacturing and Processing

712 - High Tech. Manufacturing and Processing
These buildings are used as research laboratories with a high percentage of office/laboratory space. The construction costs of these facilities are higher than other warehouse/manufacturing facilities reflecting their architectural design, super adequate upgrades, and more comprehensive finish.

714 - Light Industrial Manufacturing and Processing
These structures may have been built for a specific manufacturing process. They feature high ceilings and open construction which allows for good workflow.

715 - Heavy Manufacturing and Processing
These are large area structures design and built for production. They will have extensive concrete foundations for industrial equipment and a high voltage electrical system.

720 - Mining and Quarrying
This category includes parcels used in or necessary adjunct to the provision of mining and quarrying, i.e., sand and gravel, limestone, trap rock, salt, iron and titanium, talc, lead and zinc, gypsum, and other mining and quarrying.

730 - Wells

731 - Oil - Natural Flow (for production)

732 - Oil - Forced Flow (for production)

733 - Gas (for production)

734 - Junk

735 - Water used for Oil Production

736 - Gas or Oil Storage Wells

700 - INDUSTRIAL (cont.)

740 - Industrial Product Pipelines
Pipelines used by nonutility companies, and not in Special Franchise.

741 - Gas

742 - Water

743 - Brine

744 - Petroleum Products

749 - Other

800 - PUBLIC SERVICES

This category includes, but is not limited to, parcels used in or as a necessary adjunct to the provision of public services. Therefore, a parcel which includ a building used principally by a telephone company for accounting or customer billing should be coded in this category.

Similarly, parcels which are used to store, garage or repair motor vehicles and/or equipment used in providing these public utility services should be coded in the appropriate division below.

820 - Water

821 - Flood Control
Land used for the accumulation, storage or diversion of water for flood control purposes only.

822 - Water Supply
Land used for the accumulation, storage, transmission or distribution of water for purposes other than flood control or production of electricity (e.g., aqueducts and pipelines).

823 - Water Treatment Facilities

826 - Water Transmission - Improvements

827 - Water Transmission - Outside Plant

800 - PUBLIC SERVICES (cont.)

830 - Communication
Includes all telephones, telecommunications, telegraph, radio, television and CATV property.

831 - Telephone
Telephone and telecommunications land, buildings, towers, antennae, etc., except cellular telephone towers - see 837

832 - Telegraph

833 - Radio

834 - Television other than Community Antenna Television

835 - Community Antenna Television CATV Facility
CATV land, buildings, antennae, towers, etc.

836 - Telephone Outside Plant
Poles, wires, cable, etc.

837 - Cellular Telephone Towers

840 - Transportation

841 - Motor Vehicle
Land used in the provision of transportation services by motor vehicles (e.g., bus terminals, taxicab garages, truck terminals and warehouses, etc.). Does not include public highways, bridges, tunnels, subways and property used in the maintenance (except by persons providing transportation services), manufacture and sale of motor vehicles.

800 - PUBLIC SERVICES (cont.)

842 - Ceiling Railroad
Real property for which the State Board establishes the maximum taxable assessed value.

843 - Nonceiling Railroad

844 - Air

845 - Water
Land used for water transportation (e.g., canal).

846 - Bridges, Tunnels and Subways

847 - Pipelines
Pipelines used by utility companies for the transportation of petroleum products.

NOTE : This code will be deleted once the Utility Company Assessment Roll Standards (UCARS) have been adopted. After that the appropriate Pipeline designation should be chosen from the 740 series.

850 - Waste Disposal
Does not include facilities used exclusively for the disposal of waste from an industrial process, which should be coded as industrial property.

851 - Solid Wastes
Incinerators and waste compacting facilities. Does not include landfills and dumps (see code 852).

852 - Landfills and Dumps

853 - Sewage Treatment and Water Pollution Control

854 - Air Pollution Control

800 - PUBLIC SERVICES (cont.)

860 - Special Franchise Property
Real property for which the State Board establishes assessments.

861 - Electric and Gas

862 - Water

866 - Telephone

867 - Miscellaneous

868 - Pipelines

869 - Television

870 - Electric and Gas

871 - Electric and Gas Facilities
General electric and gas facilities, buildings, and land including offices, garages, service centers, etc.

872 - Electric SubStation

Electric Power Generation Facilities
Includes all land and facilities associated with electric generating stations, i.e. power plant equipment, reservoirs, dams, power house, penstock pipe, waterway structures, etc.

873 - Gas Measuring and Regulation Station

874 - Electric Power Generation Facility - Hydro

875 - Electric Power Generation Facility - Fossil Fuel

876 - Electric Power Generation Facility - Nuclear

877 - Electric Power Generation Facility - Other Fuel

800 - PUBLIC SERVICES

880 - Electric and Gas Transmission and Distribution

882 - Electric Transmission Improvement

883 - Gas Transmission Improvement

884 - Electric Distribution - Outside Plant Property

885 - Gas Distribution - Outside Plant Property

900 - WILD, FORESTED, CONSERVATION LANDS AND PUBLIC PARKS

910 - Private Wild and Forest Lands except for Private Hunting and Fishing Clubs
This division includes all private lands which are associated with forest land areas that do not conform to any other property type classification, plus plantations and timber tracts having merchantable timber.

911 - Forest Land Under Section 480 of the Real Property Tax Law

912 - Forest Land Under Section 480-a of the Real Property Tax Law

920 - Private Hunting and Fishing Clubs

930 - State Owned Forest Lands

931 - State Owned Land (Forest Preserve) in the Adirondack or Catskill Parks Taxable Under Section 532-a of the Real Property Tax Law

932 - State Owned Land Other Than Forest Preserve Covered Under Section 532-b, c, d, e, f, or g of the Real Property Tax Law

900 - WILD, FORESTED, CONSERVATION LANDS AND PUBLIC PARKS (cont.)

940 - Reforested Land and Other Related Conservation Purposes

941 - State Owned Reforested Land Taxable Under Sections 534 and 536 of the Real Property Tax Law

942 - County Owned Reforested Land

950 - Hudson River and Black River Regulating District Land

960 - Public Parks

961 - State Owned Public Parks, Recreation Areas, and Other Multiple Uses

962 - County Owned Public Parks and Recreation Areas

963 - City/Town/Village Public Parks and Recreation Areas

970 - Other Wild or Conservation Lands

971 - Wetlands, Either Privately or Governmentally Owned, Subject to Specific Restrictions as to Use

972 - Land Under Water, Either Privately or Governmentally Owned (other than residential - more properly classified as code 315)

980 - Taxable State Owned Conservation Easements

900 - WILD, FORESTED, CONSERVATION LANDS AND PUBLIC PARKS (cont)

990 - Other Taxable State Land Assessments

991 - Adirondack Park Aggregate Additional Assessments (Real Property Tax Law, Section 542(3))

992 - Hudson River-Black River Regulating District Aggregate Additional Assessments (Environmental Conservation Law, Section 15-2115)

993 - Transition Assessments for Taxable State Owned Land (Real Property Tax Law, Section 545)

994 - Transition Assessments for Exempt State Owned Land (Real Property Tax Law, Section 545).

APPENDIX C

QUICK REFERENCE CARDS:

1 – RESIDENTIAL/FARM/VACANT STRUCTURE CODES
2 – R/F/V PROPERTY TYPE CLASSIFICATION CODES

RFV STRUCTURE CODES - See Appendix A

STRUC CODE	DESCRIPTION	MSR. CODE
AP1	FENCE, CHAIN LINK	2
AP2	FENCE, PICKET	2
AP3	FENCE, STOCKADE	2
AP4	FENCE, POST & RAIL	2
AP5	FENCE, BASKET WEAVE	2
AP6	FENCE, ORN. IRON	2
AP7	WALL, BRICK/STONE	2
AP8	FENCE, AL.CHAIN LINK	2
BB1	BILLBOARD, DBL. POLE	2
BB2	BILLBOARD, SGL. POLE	2
BE1	BANK MONEY VAULT	3 or 2
BE2	BANK RECORD VAULT	3 or 2
BE3	DOOR, CIRC. $ VAULT	3
BE4	DOOR, RECT. $ VAULT	3
BE5	DOOR, RECT. RECORD ST.	3
BE6	NIGHT DEP.CHUTE & BOX	1
BE7	DRIVE-IN WINDOW	1
BE8	BANK SERVICE WINDOW	1
BE9	COMPL. DRIVE-IN BOOTH	1
BF1	24-HR WLKUP AUTO.TELL	1
BF2	PNEUMATIC TELLER	1
BH1	1 STY BOATHOUSE	2 or 3
BH2	2 STY BOATHOUSE	2 or 3
BK1	CONCRETE BULKHEAD	2
BK2	STEEL BULKHEAD	2
BK3	WOOD BULKHEAD	2
BS1	BOAT SHELTER	2 or 3
CC1	CABIN/BUNGALOW	3 or 2
CP5	CANOPY, ROOF ONLY	3 or 2
CP6	CANOPY, WITH SLAB	3 or 2
CP7	CANOPY W/ SLAB&SCRN	3 or 2
CP8	CANOPY, COMM. STEEL	3 or 2
CP9	CANOPY, COMM. WOOD	3 or 2
DK1	STAKE DOCK	3 or 2
DK2	CRIB DOCK	3 or 2
DT1	DRIVE-IN THEATER SCRN	3 or 2
EL1	ELEV., ELEC. FREIGHT	2
EL2	ELEVATOR, ELEC. PASS.	2
ES3	ESCALATOR	2
FB1	BARN, 1 STY DAIRY	3 or 2
FB2	BARN, 1.5 STY DAIRY	3 or 2
FB3	BARN, 2 STY DAIRY	3 or 2
FB4	BARN, 1 STY GEN. PURP.	3 or 2
FB5	BARN, 1.5 STY GEN. PUR.	3 or 2
FB6	BARN, 2 STY GEN. PURP.	3 or 2
FB7	BARN, POLE	3 or 2
FB8	BARN, HORSE	3 or 2
FC1	SHED, MACHINERY	3 or 2
FC2	SHED, ALUMINUM	3 or 2
FC3	SHED, GALVANIZED	3 or 2
FC4	SHED, FINISHED METAL	3 or 2
FH1	SWINE BARN	3 or 2
FM1	MILK HOUSE	3 or 2
FM2	MILKING PARLOR	3 or 2
FM3	MILK HOUSE IN BARN	3 or 2
FM4	MILKING PARLOR IN BARN	3 or 2
FM5	MILKING STALLS	1
FP1	1 STY POULTRY HOUSE	3 or 2
FP2	2 STY POULTRY HOUSE	3 or 2
FP3	ADD. STY PLTRY HOUSE	3 or 2
FQ5	QUONSET HUT	3 or 2
FS1	CONCRETE STAVE SILO	2
FS2	HARVESTORE SILO	2
FS3	WOOD STAVE SILO	2
FS4	TILE/CONC. BLOCK SILO	2
FS5	METAL SILO	2
FT1	CONC. WALL BNKR SILO	2
FT2	TR. WD. WALL BNKR SILO	2
GC2	SIMP. DES. GOLF COURSE	3
GC3	PRIV CLUB GOLF COURSE	3
GC4	CHAMPION GOLF COURSE	3
GC7	PITCH & PUTT COURSE	3
GC8	DRIVING RANGE	3
GC9	MINIATURE GOLF COURSE	3
GH2	GREENHOUSE, RES.	3 or 2
GH3	STL. FR. COMM. GRNHSE	3 or 2
GH4	WD. FR. COMM. GRNHSE	3 or 2
GH5	AL. FR. COMM. GRNHSE	3 or 2
GL1	GRAIN LOADING EQUIP.	2
LD1	LOADING DOCK, WOOD	3 or 2
LD2	LOAD. DOCK, STL/CONC	3 or 2
LP1	PAVING, CONCRETE	2 or 3
LP2	WALKS, CONCRETE	2 or 3
LP3	PATIO, CONCRETE	2 or 3
LP4	PAVING, ASPHALT	2 or 3
LP5	WALKS, ASPHALT	2 or 3
LP6	PATIO, ASPHALT	2 or 3
LP7	PATIO, FLAGSTONE	3 or 2
LP8	PATIO, FLGSTN IN CONC.	3 or 2
LP9	PATIO, BRICK	3 or 2
LS1	POOL, STEEL VINYL	3 or 2
LS2	POOL, FIBERGLASS	3 or 2
LS3	POOL, POURED CONCR.	3 or 2
LS4	POOL, GUNITE	3 or 2
LS5	POOL, ABOVE GROUND	3 or 2
LS8	POOL, CONCR. WADING	3 or 2
LS9	POOL, MOTEL TYPE	3 or 2
LT1	FLOODLIGHT, MERC. VAP.	3
LT2	FLOODLIGHT, INCAND.	3
LT3	STREETLIGHT, FLOUR.	3
LT4	STREETLIGHT, INCAND.	3
LT5	STREETLIGHT, MER. VAP.	3
MH1	MOBILE HM. BSMT AREA	3 or 2
MH2	MOBILE HOME ROOF	3 or 2
MH6	MOBILE HOME 7X12 ADD	1
MH7	MOBILE HOME 7X24 ADD	1
MH8	MOBILE HM. TIP-OUT RM	1
MH9	MOBILE HM. WD FR. ADD	3 or 2
MP1	MANURE PIT, CONCRETE	3 or 2
MP2	MANURE PIT, METAL	2
MS1	MISCELLANEOUS STRUC.	4
OH1	OVERHEAD DOOR, COMM	3 or 2
OH2	OVERHEAD DOOR, RES.	3 or 2
RC1	CARPORT, RES. TYPE	3 or 2
RG1	GARAGE, 1 STY ATT.	3 or 2
RG2	GARAGE, 1.5 STY ATT.	3 or 2
RG3	GARAGE, 2 STY ATT.	3 or 2
RG4	GARAGE, 1 STY DET.	3 or 2
RG5	GARAGE 1.5 STY DET.	3 or 2
RG6	GARAGE 2 STY DET.	3 or 2
RG7	GARAGE WITH APT.	3 or 2
RM5	MOBILE HOME	2
RN2	WALK-IN COLD ROOM	2
RN6	WAREHOUSE COLD STOR.	2
RP1	PORCH, OPEN	3 or 2
RP2	PORCH, COVERED	3 or 2
RP3	PORCH, SCREEN	3 or 2
RP4	PORCH, ENCLOSED	3 or 2
RP5	PORCH, UPPER OPEN	3 or 2
RP6	PORCH, UPPER COVERED	3 or 2
RP7	PORCH, UPPER SCREENED	3 or 2
RP8	PORCH, UPPER ENCL.	3 or 2
SB1	STEEL STORAGE BIN	2
SG1	SIGN, SINGLE FACE	3 or 2
SG2	SIGN, DOUBLE FACE	3 or 2
SG3	SIGN, ROTATOR	3 or 2
SN1	SIGN, SINGLE FACE NEON	3 or 2
SN2	SIGN, DBL. FACE NEON	3 or 2
SN3	SIGN, SGL. FACE PLASTIC	3 or 2
SN4	SIGN, DBL. FACE PLASTIC	3 or 2
SN5	SIGN, SINGLE FACE WD.	3 or 2
SN6	SIGN, DBL. FACE WOOD	3 or 2
SN7	SIGN, SINGLE FACE MTL.	3 or 2
SN8	SIGN, DBL. FACE METAL	3 or 2
TC5	TENNIS COURT, CLAY	3 or 2
TC6	TENNIS COURT, ASPHALT	3 or 2
TC7	TENNIS COURT, CORK	3 or 2
TC8	TENNIS COURT, CONCR.	3 or 2
TC9	TENNIS COURT, SYNTH.	3 or 2
TK1	STEEL TANK W/ TOWER	2
TK2	WOOD TANK W/ TOWER	2
TK3	PETROLEUM ST. TANK	3
TK4	UNDERGR. FUEL TANK	3
TK5	VERTICAL BLK. ST. TANK	3
TK6	HORIZ. BULK ST. TANK	3
TK7	PROPANE STORAGE TANK	3
TK8	CONC. SURFACE RESERV.	3
TK9	WELD. STL. SURF. RESERV.	3
TP1	MOBILE HOME PARK PAD	3
UT1	UNDERGR. FUEL TANK	3

R/F/V PROPERTY TYPE CLASSIFICATION CODES

100	**AGRICULTURAL**
105	Agricultural Vacant Land (Productive)
110	**Livestock and Products**
111	Poultry & Poultry Products
112	Dairy Products
113	Cattle, Calves, Hogs
114	Sheep and Wool
115	Honey and Beeswax
116	Other Livestock
117	Horse Farms
120	**Field Crops**
129	Acquired Development Rights
130	**Truck Crops - Mucklands**
140	**Truck Crops - Not Mucklands**
150	**Orchard Crops**
151	Apples, Pears, Peaches, etc.
152	Vineyards
160	**Other Fruits**
170	**Nursery and Greenhouse**
180	**Specialty Farms**
181	Fur products: mink, chinchilla, etc.
182	Pheasant
183	Aquatic: oysterlands
190	**Fish, Game and Wildlife Preserves**
200	**RESIDENTIAL**
210	**One Family Year-Round Residence**
220	**Two Family Year-Round Residence**
230	**Three Family Year-Round Residence**
240	**Rural Residence with Acreage**
250	**Estate**
260	**Seasonal Residences**
270	**Mobile Home**
271	Multiple Mobile Homes
280	**Multiple Residences**

300	**VACANT LAND**
310	**Residential**
311	Residential Vacant Land
312	Res Land including Small Improvement
313	Waterfront Vacant Lots
314	Rural Vacant Lots of 10 Acres or less
315	Underwater Vacant Land
316	Waterfront Vacant Land incl. Sm. Improv.
320	**Rural**
321	Abandoned Agricultural Land
322	Residential Vacant Land over 10 Acres
323	Other Rural Vacant Lands
330	**Vacant Land - Commercial Areas**
340	**Vacant Land - Industrial Areas**
350	**Urban Renewal or Slum Clearance**
900	**WILD AND FORESTED**
910	**Private Wild except for 920**
911	Forest Land (Section 480 RPTL)
912	Forest Land (Section 480-a RPTL)
920	**Private Hunting and Fishing Clubs**
930	**State Owned Forest Lands**
931	SOL-Adirondack Park or Catskill Park
932	SOL other than Forest Preserve
940	**Reforested Land**
941	SO Reforested Land (534 & 536 RPTL)
942	County Owned Reforested Land
950	**Hudson/Black River Reg. Dist. Land**
960	Public Parks
961	State Owned Pub. Parks, Rec. Areas, etc.
962	County Owned Public Parks/Rec. Areas
963	City/Town/Village Public Parks & Rec.
970	**Other Wild or Conservation Lands**
971	Wetlands, private or government owned
972	Land under water - private/gov't. owned
980	**Tax. State Owned Conserv. Easements**
990	**Other Taxable State Land Assess.**
991	Adirondack Park Aggregate Add. Assess.
992	Hudson/Black River Regulating Dist.
993	Transition Assessments for Tax. SOL
994	Transition Assessments for Exempt

RP3100 REV 2/11

NEW YORK STATE
OFFICE OF REAL PROPERTY SERVICES
RESIDENTIAL, FARM AND VACANT LAND PROPERTY RECORD CARD

SWIS TAX MAP NUMBER

OWNER PROP CLASS

LOCATION SCHOOL DIST HC

SALE PRICE SALE DATE LOT SIZE

Site Information Section **SWIS/SBL** _____ **Card No.** ____**of** ____

Site No. **Property Class**

Route No.

Nbhd. Code: **Val Dist**

Sewer Type:	1=None	2=Private	3=Comm/Public		
Water Supply:	1=None	2=Private	3=Comm/Public		
Utilities:	1=None	2=Gas	3=Electric	4=Gas & Elec	
Site Desirability:	1=Inferior	2=Typical	3=Superior		
Nbhd. Type:	1=Rural	2=Suburban	3=Urban	4=Commercial	
Nbhd Rating:	1=Below Avg	2=Average	3=Above Avg		
Road Type:	1=None	2=Unimproved	3=Improved	4=Right-of -Way	
DC Entry Type:	1=Inter Inspec	2=Inter Refuse	3=Total Refusal	4=Est	5=No Entry

Zoning Code:

NOTES

Audit Control Section

Collector	Date (mmddyy)	Time	Activity	Source
	/ /	:		
	/ /	:		

Audit Control Codes
Activity
N=None
M=Measured Only
L=Listed

Source
1=Owner
2=Relative
3=Tenant
4=Other
5=NOAH
6=Assess.Data

Sales Information Codes
Sales Type
1=Land Only
2=Bldg. Only
3=Land & Bldg
4=Right-of-Way

Valid
0=Not Valid
1=Valid

Reappraisal Cycle Section

Date of Last Phy Insp. ___ ___/ ___ ___/ ___ ___ Date of Reappraisal ___ ___/ ___ ___/ ___ ___

Sales Information Section

Sale Date	Sale Price	Sale Type	Valid
/ /			
/ /			

Land Breakdown Section

Waterfront Type:
1=Pond 2=River 3=Lake 4=Canal 5=Ocean 6=Bay

Land Type
01=Primary 05=Tillable 09=Muck 13=Vineyard
02=Secondary 06=Pasture 10=Waterfront 14=Wetland
03=Undeveloped 07=Woodland 11=Orchard 15=Leased Land
04=Residual 08=Wasteland 12=Rear

Soil Rating
P Poor (05) 01- 10 (09) 01-04
N Normal (06) 01-10 (11) 01-10
G Good (07) 01-04 (13) 01-10

Influence Code
1=Topog 5=View
2=Location 6=Wetness
3=Shape 7=Environmental
4=Restricted Use 8 =Other

Land Type	Front Feet	Depth	Acres	Square Feet	Soil Rtng	Water Type	Depth Factor	Infl %	Infl Cd 1	Infl Cd 2	Infl Cd 3
	.	.	.								
	.	.	.								
	.	.	.								
	.	.	.								
	.	.	.								

Signature below does not mean contents verified, only that data was collected in your presence.

SIGNATURE _____

RESIDENTIAL BUILDING SECTION

Building Style

01=Ranch	07=Mansion	13=Bungalow
02=Raised Ranch	08=Old Style	14=Other
03=Split Level	09=Cottage	15=Town House
04=Cape Cod	10=Row	16=A-Frame
05=Colonial	11=Log Home	17=Manf. Housing
06=Contemporary	12=Duplex	

No. of Stories

Ext. Wall Mat.

01=Wood	04=Composition	06=Stucco
02=Brick	05=Concrete	07=Stone
03=Aluminum/Vinyl		08=Synthetic

Actual Yr. Built

Effective Yr. Built

Yr. Remodeled

No. Kitchens

Kitchen Qual: 1=Poor 2=Fair 3=Normal 4=Good 5=Excellent

No. Full Baths **No. Half Baths**

Bath Qual: 1=Poor 2=Fair 3=Normal 4=Good 5=Excellent

No. Bedrooms

No. Rooms

No. Fireplaces **Frpl Type: 1- Masonry 2-Zero Clearance**

Heat Type: 1=No Central 2=Hot Air 3=Hot Water/Steam 4=Electric .

Fuel Type 1=None 2=Gas 3=Elec . 4=Oil 5=Wood 6=Solar 7=Coal 8=Geo 9=Propane

Central Air: Blank=No 1=Yes

Basement Type
1=Pier/Slab 2=Crawl 3=Partial 4=Full

Basement Garage Capacity

Overall Cond: 1=Poor 2=Fair 3=Normal 4=Good 5=Excellent

Exterior Cond: 1=Poor 2=Fair 3=Normal 4=Good 5=Excellent

Interior Cond: 1=Poor 2=Fair 3=Normal 4=Good 5=Excellent

Constr. Grade: A=Excellent B=Good C=Average D=Economy E=Min

Grade Adjust:

Pct. Goods **Func OBS.**

RESIDENTIAL BUILDING AREA SECTION

1st Story

2nd Story

Add Story

½ Story

¾ Story

Fin Ovr Gar

Fin Attic

Fin Basmt

Unfin ½

Unfin ¾

Unfin Ovr Gar

Unfin Rm

SFLA

Fin Rec Rm

MEAS. CODE.	CONST. GRADE	CONDITION
1= Quantity	A=Excellent	1=Poor
2=Dimensions	B=Good	2=Fair
3=Square Feet	C=Average	3=Normal
4=Dollars	D=Economy	4=Good
	E=Minimum	5=Excellent

MAP #

STRUCTURE CODES

Garages
RC1=Carport RG4=Gar-1.0 det
RG1=Gar-1.0 att RG5=Gar-1.5 det
RG2=Gar-1.5 att RG6=Gar-2.0 det
RG3=Gar-2.0 att RG7=Garage/wApt

POOLS
LS1=St/Vnyl
LS2=Fibgls
LS3=Concrete
LS4=Gunite
LS5=Abv Grn

BARNS
FB1=1.0 Dry FB5=1.5 Gen
FB2=1.5 Dry FB6=2.0 Gen
FB3=2.0 Dry FB7=Pole
FB4=1.0 Gen FB8=Horse

MISCELLANEOUS
GH2=Grnhse-res
TC1=Tennis Court

CANOPIES
CP5=Roof Only
CP6=W/Slab
CP7=W/Screen

SHEDS
FC1=Shed
FC2=Aluminum
FC3=Galvanized
FC4=Finishd

MOBILE HOME
RM5=Mobile Home
MH1=basement
MH2=roof
MH6=7x12 room
MH7=7x24 room
MH8=Tip-Out room
MH9=Wood Addon

8 PORCH TYPE
RP1=Open RP5=Up Op
RP2=Cover RP6=Up Cov
RP3=Screen RP7=Up Scr
RP4=Enclsd RP8=Up Enc

IMPROVEMENT SECTION

Struc Code	MC	Dimension 1	Dimension 2	SQ FT (MISC)	QUANT..	GRADE	COND.	ACTUAL. YR BUILT	EFFECTIVE YR BUILT	PCT. GOOD	