

# Instructions and File Specifications for the Manual Load Manufactured Home and Co-operative Spreadsheet

March 20, 2024

**Note:** The Manual Load Spreadsheet includes a new tab, *Status Changes for 2024*. See [Status Changes for 2024 tab instructions](#) below.

The [Manual Load Manufactured Home and Cooperative Spreadsheet](#) is for use by:

- RPSV4 users who don't maintain manufactured home or co-op worksheets, and
- users of other assessment administration software.

If you use the RPSV4 manufactured home or co-op worksheets, please use the appropriate query-enabled spreadsheet(s) available on the [Send the manufactured home and co-op spreadsheets to the Tax Department](#) webpage.

If you submit a file that does not meet the format specifications in this document, we will have to reformat it. To avoid delays in STAR credit processing, follow the specifications provided on page 3. If you have questions, contact your ORPTS regional liaisons or email [orpts.MHCoop@tax.ny.gov](mailto:orpts.MHCoop@tax.ny.gov).

## Manufactured Homes & Coops tab file instructions

1. Do not enter both manufactured homes and co-ops on the same spreadsheet. If you have both types of property in your jurisdiction, provide a separate [Manual Load Spreadsheet](#) for the co-ops and manufactured homes.
2. Include **all** co-op units that are **not individually assessed**, and manufactured homes with a property class code of **416** on this spreadsheet, regardless of whether the unit is receiving the STAR credit or exemption. **This data is critical** for us to confirm the eligibility of cooperative shareowners who register for the STAR credit.
3. To avoid processing delays:
  - Ensure that the format, field order, and field length correspond to the file specifications on page 3.
  - To the extent possible, use the same conventions for print key, street name, and unit number as previous years. Changes in these fields from one year to the next require manual processing.
  - Use unique print key and unit number combinations.
  - Left justify all text fields.
  - Right justify all numeric fields.
  - If you do not use a field, leave it blank.
4. Follow these guidelines for the specified fields:
  - **Record Identifier:** On each record, enter "M" for Manufactured Home or "C" for Cooperative. As noted above, do not mix manufactured homes and co-ops on the same spreadsheet.
  - **Roll Year:** Enter the roll year against which the 2024-2025 school taxes will be levied. In most jurisdictions, the roll year will be 2024.
  - **Muni Code:** The first four digits of the SWIS Code followed by 00.
  - **SWIS:** Six-digit SWIS code where the parcel is located with leading zeros included. (For example, 012689, 026200, 133001)
  - **Print Key:** Left justify section-block-lot. **Critical for all units.**
  - **Owner Occupied:** Indicates that the unit is not rented or leased to anyone other than the owner. Enter "1" if the property is owner-occupied; enter "0" if it isn't.
  - **STAR exempt type:** **This field should be blank for all units assessed as part of the park. If any parks are receiving a STAR exemption, it should be removed.** For details, see [Law change regarding manufactured homes and STAR](#).
  - **Uniform Percent:** Enter your stated level of assessment as a percent rounded to 2 decimal places without a percentage sign, for example:

LOA	Correct	Incorrect
One hundred percent	100.00	1.00 or 100%
Sixty-Six and one-half percent	66.50	.66500

- **Assessed Value:** Total assessment value of the unit **before exemptions** (Market Value \* Equalization rate). Enter whole dollars without decimal points or dollar signs.
- **Market Value:** Assessed Value divided by the Uniform Percent. Enter whole dollars without decimal points or dollar signs.
- **Unit Percent Total Co-op Value:** The unit's number of shares divided by the total number of shares. Leave blank for manufactured homes.
- **Co-op Num of Shares:** The number of shares associated with the co-op unit. Leave blank for manufactured homes.
- **Blding Number/Name:** For co-ops only, enter the number or name of the building that the unit is in.
- **Co-op Unit Number/Lot #:** Enter the unique unit number for co-op or lot number for a manufactured home. **Critical for all units.**
- **Higher Value Indicator:** For **manufactured homes** only. Enter an asterisk (\*) if the property has a full value of more than \$20,000. Leave blank for manufactured homes with values of \$20,000 or less and co-ops.
- **Street Number Dwelling:** Street number of the property.
- **Street Name Dwelling:** Name of street dwelling is on.
- **Street Name Suffix:** For example, St., Ave., Rd.
- **City/Town:** Municipality where dwelling is located.
- **State:** Must be New York State.
- **Zip Codes:** 5 or 9-digit zip code of dwelling. Do not include a hyphen if providing 9 characters.
- **Mailing address fields:** This is the address where the check will be mailed. **Please provide complete information.** Do not enter special characters, except hyphen, period, pound sign, and slashes.
  - **Mailing Street Number:** Unit or lot owner's mailing street number.
  - **Mailing Street Name:** Unit or lot owner's mailing street name.
  - **Mailing Street Suffix:** For example, St., Ave., Rd.
  - **Mailing Unit Name/Number:** Owner's mailing unit or lot number.
  - **Mail PO Box:** Owner's post office box.
  - **Mail City/Town:** Unit or lot owner's mailing city or town name.
  - **Mail State:** Unit or lot owner's mailing state.
  - **Mail Zip Code:** Unit or lot owner's mailing 5 or 9-digit zip code. Do not include a hyphen if providing 9 characters.

5. Follow these guidelines for the **Name** fields:

- The information provided for **Owner 1** will be the first name on any property tax credit checks issued for the unit or lot. Please include a complete first and last name. **Do not:**
  - end a field in a special character (for example, *Smith, John &*);
  - include the words wife or husband, or any variation thereof (for example, *Wf, Wife, & Wife, H/W, WFE, housewife, & 1, & one, +1, husband*);
  - include et al or et ux or any variation thereof (for example, *etal, et al, et-al, etux, et ux, et-ux, ux, ors, or others*);
  - include trustee names; however, you can enter a valid Trust name (trustee names should be in the **Additional Name** field); or
  - include the name of a deceased person.
- **Owner 1 Primary Res:** Populate with a "1" for yes, populate with a "0" for no. If you are unsure whether it is the owner's primary residence, enter a "0". **This is a critical field.**
- **Last Name 1:** Last name of the first property owner. Do not exceed 30 characters.
- **First Name 1:** First name of the first property owner. Do not exceed 20 characters.
- **Middle Initial 1:** Middle initial of the first property owner. Do not exceed one character. Do not enter a period.
- **Suffix Name 1:** First property owner's suffix. (For example, Jr., Sr., III.) Do not exceed eight characters. Leave blank if the name doesn't have a suffix.

**Note:** the information provided for **Owner 2** will be the second name on any property tax credit checks issued. Please include a complete first and last name.

- **Owner 2 Primary Residence:** Populate with a "1" for yes, or with a "0" for no. If you are unsure whether it is the owner's primary residence, enter a "0". **This is a critical field.**
- **Last Name 2:** Last name of the second property owner. Do not exceed 30 characters.
- **First Name 2:** First name of the second property owner. Do not exceed 20 characters.
- **Middle Initial 2:** Middle initial of the second property owner. Do not exceed one character. Do not enter a period.

- **Suffix Name 2:** Second property owner's suffix. (For example, Jr., Sr., III.) Do not exceed eight characters. Leave blank if the name doesn't have a suffix.
- **Comment Field:** Enter any helpful comments about the property. For example, the property:
  - burnt down,
  - was destroyed in a flood,
  - is a seasonal residence,
  - is vacant,
  - owned by the park,
  - rented out by the unit or lot owner.

## Manufactured Homes & Coops file specifications

Field name	Format	Length	Description
Record indicator	Text	1	constant "M" for manufactured home, "C" for co-op
Roll year	Text	4	the roll year against which the 2024-2025 taxes will be extended
Muni code	Text	6	municipal code, first four digits of SWIS code + "00"
SWIS	Text	6	6 digit SWIS code where the parcel is located <b>with leading zeros</b>
Print key	Text	30	print key, left justify and space fill (section-lot-block)
Owner occupied	Text	1	"1" for yes, "0" for no
STAR exempt type	Text	1	"B" for Basic, "E" for Enhanced, or leave blank
Uniform percent	Numeric	6,2	percent to the nearest hundreds place rounded to 2 decimal places
Assessed value	Numeric	11	total assessment value of unit <b>before exemptions</b> (no decimal, rounded)
Market value	Numeric	11	assessed value of unit divided by uniform percent (no decimal, rounded)
Unit percent total co-op value	Text	10	the unit number of shares divided by the total number of shares
Co-op number of shares	Text	10	number of shares owned for unit
Bldg number/name	Text	10	unique building number/name, mandatory for all units
Co-op unit number/lot number	Text	10	unique unit number for co-op, unique lot number for manufactured home
Higher value indicator	Text	10	populate with *asterisk if property value is greater than \$20,000
Street number dwelling	Text	10	property address street number
Street name dwelling	Text	20	property street name of dwelling
Street name suffix	Text	20	property street suffix
City/town	Text	30	municipality where dwelling is located.
State	Text	2	state of dwelling (must be NY)
ZIP code	Text	9	ZIP code of dwelling (this can be 5 or 9 characters, no hyphen)
Mailing street number	Text	10	owner's mailing street number
Mailing street name	Text	30	owner's mailing street name
Mailing street suffix	Text	6	owner's mailing street
Mailing unit name/num	Text	10	owner's mailing unit number
Mail PO box	Text	10	owner's PO box
Mail city	Text	30	owner's mailing city/town
Mail state	Text	2	owner's mailing state
Mail ZIP code	Text	9	owner's mailing ZIP code (this can be 5 or 9 characters, no hyphen)
Owner 1 primary res	Text	1	populate with a "1" for yes, populate with a "0" for no
Last name 1	Text	30	first property owner's last name
First name 1	Text	20	first property owner's first name
Middle initial 1	Text	1	first property owner's middle initial
Suffix name 1	Text	8	first property owner's suffix
Owner 2 primary res	Text	1	populate with a "1" for yes, populate with a "0" for no
Last name 2	Text	30	second property owner's last name
First name 2	Text	20	second property owner's first name
Middle initial 2	Text	1	second property owner's middle initial
Suffix name 2	Text	8	second property owner's suffix
Comment field	Text	variable	any useful comments

## Status Changes for 2024 tab instructions

**Important: You must complete the Status Changes for 2024 tab manually.** Please list the following manufactured home units on the *Status Changes for 2024* tab:

- those units that were individually assessed (i.e. *suffixed out*) in 2023 and will be assessed as part of the park in 2024, and
- those units that were assessed as part of the park in 2023 and will be individually assessed in 2024

ORPTS may contact the owners of these units to remind them to register for the STAR credit.

1. When entering data for **Name** fields, do not:

- end a field in a special character (for example, *Smith, John &*);
- include the words wife or husband, or any variation thereof (for example, *Wf, Wife, & Wife, H/W, WFE, housewife, &1, & one, +1, husband*);
- include et al or et ux or any variation thereof (for example, *etal, et al, et-al, etux, et ux, et-ux, ux, ors, or others*);
- include trustee names; however, you can enter a valid Trust name (trustee names should be in the Owner 2 field); or
- include the name of a deceased person.

### Individually assessed file specifications

Field name	Format	Length	Description
Muni code	Text	6	municipal code, first four digits of SWIS code + "00"
SWIS	Text	6	6 digit SWIS code where the parcel is located <b>with leading zeros</b>
Print key	Text	30	print key, left justify and space fill (section-lot-block)
Owner Name 1	Text	Variable	first property owner's name
Owner Name 2	Text	Variable	Second property owner's name

### Submitting the report

1. Save the report with this naming convention: xxxxxxManual.xlsx (where xxxxxx represents your six-digit municipality or county code).
2. Review your final data and email the file to [orpts.MHCoop@tax.ny.gov](mailto:orpts.MHCoop@tax.ny.gov).