CAMA
Users Manual

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CAMA

Menu Options

```
*************************************************************************
*              COUNTY TAX BOARD INFORMATION SYSTEM                      *
*************************************************************************
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              aa   -  Mod IV Added Assessments
              sr   -  SR1-A System
              ap   -  Tax Appeals

              sum  -  Mod IV Summary
              his  -  Tax List History
              ahis -  AA List History
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              m4b  -  Bank Code Update Screen
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              cama -  Appraisal Program Menu      q - Quit this Menu

        Please Type a Command and Press Enter: cama
```

Type "cama" and press <enter>.

```
        T A X   A S S E S S I N G   S Y S T E M

              1 - Official File

              reval - Reassessment File

              work - Play File

              over - Copy Official File to Work File

Please Select Command or type q to exit this menu:
```

Type "1" and press <enter>.

```
[Start]                                                      /usr2/town12
                            PRC System VER 5        Tue Oct 13 00:13 2004

 PRC Information Screens                          Other Screens

 1 - Mod IV Information            11 - Commercial Income Approach
 2 - Residential PRC Information   12 - Commercial Cost Appr
 3 - Historical Sale Information   13 - Added Assessments
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22 - Codes & Cost Values           32 - Reports & Misc Printing
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24 - Global Updates Menu           34 - Copy/Demolish a Residential PRC
25 -                               35 - Download Forms to Laser Printer

   Type a number to make your selection or type q to exit this menu:
```

Type "2" and press <enter>.

```
PRESS(Q)uery, (N)ext, (P)revious, (A)dd, (U)pdate, (R)emove, (O)utput (B)ye
  (S)creen                                     ** 1: prc file**
----------------------------------------------------------------Screen:1 of 6
       Block:           Lot:           Q:
  Prior Block:          Lot:           Q:         Map:
Loc:                              12 MILLSTONE BORO, NJ
Owner:                                      Billing Code:
Street:                                     Account Num:
Town:                       Zip:            Mtg Acct#:
Class:       Deductions:S 0    V 0    W 0    R 0    D 0   Own: 0    : 0
SaleD:  00/00/00  Bk:     Pg:      Amt: 0          NU#:    Code:


          0              2005          PRC Values
Land:          0              0               0
Impr:          0              0               0
Exmp:          0
Total:         0              0               0


                                   E1:              0
                                   E2:              0
Addl Lots:                         E3:              0
Partial:    SpTaxCd:               E4:              0
```

Press "Q", type the Block.
Press <tab>, type the Lot.
Press <esc>.

```
PRESS(Q)uery, (N)ext, (P)revious, (A)dd, (U)pdate, (R)emove, (O)utput (B)ye
  (S)creen                                             ** 1: prc file**
----------------------------------------------------------------Screen:1 of 6
        Block: 1           Lot: 8.A         Q:            M
  Prior Block:             Lot:             Q:         Map: TM04
Loc:    MAIN STREET                   12 MILLSTONE BORO, NJ
Owner:  BABIAK LUDWIG                            Billing Code:
Street: 2 CREST ROAD                            Account Num:
Town:   NEW BRUNSWICK, N.J.      Zip: 08901      Mtg Acct#:
Class:  2    Deductions:S 0    V 0    W 0    R 0    D 0   Own: 0    : 0
SaleD:  00/00/00  Bk:       Pg:       Amt: 0             NU#:    Code:


            2004         2005        PRC Values
Land:        75100        75100         75100
Impr:        49200        49200         49200
Exmp:            0
Total:      124300       124300        124300

                                      E1:            0
                                      E2:            0
Addl Lots:                            E3:            0
Partial:   SpTaxCd:                   E4:            0


1 record(s) found
```

Press "U".
Press <f6> or <PgDn> until you get to screen "2 of 6".

```
UPDATE:  ESC executes.  Ctrl-C aborts.    F3 for original.     F1 for help.
                                         ** 1: prc file**
----------------------------------------------------------------Screen:2 of 6
New Block: 1          Lot: 8.A       Qualifier:      Card: M
Loc:    MAIN STREET                   12 MILLSTONE BORO, NJ
Bldg Class/Quality: 18                Yr Built: 1920  Eff Yr: 1965

Type/Use:       10       Story Ht:     5       Style:         2
Roof Type:      2        Roof Matl:    4
Ext Fin:        1        Brick Story:          Stone Story:
                         Brk SF:               Stn SF:
Foundtn:        2        Int Fin:              FloorF:
Bsmt Fin:                Bsmt Livable:
Heat Source:    3        Heat Sys:     4   1668
Electric:                AC:
5 Fix Bath:              4 Fix Bath:    0       3 Fix Bath:    1
2 Fix Bath:     0        Single Fix:    0       Plumbing:
FP 1sty:                 FP 1.5sty:             FP 2sty:
FP w/Same Stk:           Free Stand:            Heat&Fan:
AtticF:                  FinDormer1:            FinDormer2:
Miscellaneous:                       Extra Kit:    Modern:    Old:
Write-Ins:                   0       0054819        0     ATG:
```

To return to the previous screen, use <f5> or <PgUp> move the cursor up.

If you press the <esc> key, the cursor will always go to the "Update Code".

```
UPDATE:  ESC executes.  Ctrl-C aborts.     F3 for original.     F1 for help.
                                           ** 1: prc file**
==Description===:==Vector List= 1        = 8.A       =        = M ==S:3 of 6
A A-2S-B         cu32r24                                                 768
B EP             r1cd8r22                                                176
C 1S-B           u32r1cu6r22                                             132
D                                                                         0
E                                                                         0
F                                                                         0
G                                                                         0
H                                                                         0
I                                      *-----22---*                       0
J                                      C-----24---**                      0
K                                      |          |                       0
L                                      |          |                       0
M                                      |          |                       0
N                                      32    A    |                       0
O                                      |          |                       0
P                                      |          |                       0
Update Code: 0      Print Code:      B----------**
Number Months Added Assmt: 0           8          |
AA BldgDesc:                         *-----22---*

1=Reval 2=Review 3=AA 4=Regular 5=CTB 6=AssAp 7=TC 8=Demo 9=SD 10=StVac 11=LMrg
```

A quick way to get to the sketch screen is to press "U", then <esc>.

Always use Update Code, "2", to review changes. Codes "3" through "11" will perform an automatic update to Mod-IV and will create a historical record of the change.

Press <f6> or <PgDn> to advance to the next screen.

```
UPDATE:  ESC executes.  Ctrl-C aborts.     F3 for original.     F1 for help.
                                           ** 1: prc file**
 1          - 8.A       -        - M --------------------------Screen:4 of 6
Living Rm  01  1000
Dine Room  02  1000
Kitchen    03  1000
Bath       04  1000
Bed Room   05  3000
Rec Room   06  0000
Den/Off    07  0000
Interior Fin: 3    Exterior Fin: 3        Layout:    3
Neigh Type:        View:                  Util:      1
Information:       Road:                  Curbs:     2      Sidewalk:
Functional:     %  Economic:        %     Mkt Adj+%:


                   DETACHED BLDGS
Description  Width  Length  Area    QF   Net Depr%
```

Press <f6> or <PgDn> to advance to the next screen.

```
UPDATE:  ESC executes.  Ctrl-C aborts.      F3 for original.      F1 for help.
                                               ** 1: prc file**
 1          - 8.A       -        - M -----------------------------Screen:5 of 6
                           LAND INFORMATION
VCS:         04      FF:     AvgD:     @     T:        %      Depth Tbl:
Neigh:       04      FF:     AvgD:     @     T:        %      Zone: R01
Auto Land:   Y       FF:     AvgD:     @     T:        %
Total Acres: 0.51    Units:  0.510 AC @   10000        %      SF: 22215
Site Value:     70000 Units:  0.000 AC @       0        %
#Sites: 1       %    Units:  0.000 AC @       0        %
                                       QFarm:
Land Adjustments (NET%):     %         %         %            %
Flat Add1:                                       : 0          AddlBldg:
Flat Add1: 0156234   0049214   0000000           : 0              0
Land Dim:  110 X 200                  Bldg Desc: 2SF-R
Meas By:    Date:         List By:    Date:          Operator:
-----------------------------------------------------------------------------
SORT:New BL: 00001    00008   A     M OldBL: 00000    00000
                                                  Air Cond:
NetFunct%: 100    NetEco%: 100    M4U: 1734        250.0
Patio Q:    Att Gar Q:     Heat Q:     Fireplace Q:    LivableA: 1668
Dorm Q:     HalfSty Q:  0              LFDorm:          Updated: 10/12/04
```

To save and print changes:

Press <esc>, Type "2", Press <tab>, Type "I", Press <esc>

Notes File

Press "d" for Notes file.

```
PRESS(Q)uery, (N)ext, (P)revious, (A)dd, (U)pdate, (R)emove, (O)utput (B)ye
  (S)creen                                    ** 2: notes file**
------New B: 1          ---L: 8.A        ---Q:      ---Card:   --Screen:6 of 6
Loc:    MAIN STREET                  20 12 MILLSTONE BORO, NJ

PRC NOTES                              REASON


                      NOTES FILE
1: HOUSE APPEARS TO BE ABANDONED ...
2:
3:
4:                                      .
5:
6:
7:                                             Updated: 00/00/00

PRESS M to Return to Prc File
PRESS D to Get Into Notes File          10/12/04




1 record(s) found
```

To return to the menu, Press "B".

Work File

How Create the Work File

Type "Q" and press <enter> to quit the "PRC System VER 5" Menu.

```
          T A X   A S S E S S I N G   S Y S T E M

              1 - Official File

              reval - Reassessment File

              work - Play File

              over - Copy Official File to Work File

Please Select Command or type q to exit this menu: over
```

Type "over" and press <enter>. This will erase the Work file and create a copy of the Official File to be used for testing or practice. The Work file can be erased any time and should not be used to make permanent changes.

```
Please Select Command or type q to exit this menu: over
Removing old Work File....
Copying Files....
Setting Permissions....


          T A X   A S S E S S I N G   S Y S T E M

              1 - Official File

              reval - Reassessment File

              work - Play File

              over - Copy Official File to Work File

Please Select Command or type q to exit this menu:
```

To use the Work file, type "work" and press <enter>. Any changes made in this file will not be permanent. They will be un-done the next time the "over" command is executed.

Codes Table

To display or modify the tables, select "14 - Codes Table" from the menu.

```
Password: camera
```

```
PRESS(Q)uery, (N)ext, (P)revious, (A)dd, (U)pdate, (R)emove, (O)utput (B)ye
  (S)creen                                          ** 1: code file**
-------------------------------------------------------------Screen:1 of 2

                    MASTER CODES ENTRY/MODIFICATION

Code ID:

Category:

Description:
                              **
Lookup Code:
To Size*:
Factor:      0              /1000 =          0.000
Constant:    0                    =          0.000
                                  = Value Used In Calculations
Quality/Depr Table:
Updated:  00/00/00   10/12/04

*See Screen 2
```

Land VCS

```
QUERY:  ESC executes. Ctrl-C aborts.  Ctrl-C clears all.     F1 for help.
                                                  ** 1: code file**
-------------------------------------------------------------Screen:1 of 2

                    MASTER CODES ENTRY/MODIFICATION

Code ID:  210

Category:

Description:
                              **
Lookup Code: 04
To Size*:
Factor:               /1000 =          0.000
Constant:                   =          0.000
                                  = Value Used In Calculations
Quality/Depr Table:
Updated:           10/12/04

*See Screen 2
```

Press "Q", type "210", Press <tab> 3 times, type "04", Press <esc>

```
PRESS(Q)uery, (N)ext, (P)revious, (A)dd, (U)pdate, (R)emove, (O)utput (B)ye
  (S)creen                                          ** 1: code file**
```

```
---------------------------------------------------------------Screen:1 of 2

                    MASTER CODES ENTRY/MODIFICATION

Code ID:  210

Category:    ACRE FORMULA

Description: VCS
                                **
Lookup Code: 04
To Size*:    1000
Factor:      10000000    /1000 =     10000.000
Constant:    70000        =         70000.000
                              = Value Used In Calculations
Quality/Depr Table: D
Updated:  00/00/00   10/12/04

*See Screen 2




2 record(s) found
```

Press "U", Press <tab> 5 times (Factor), type "123000" for $123,000 per Acre, and type 3 zeroes to hold the decimal place.

Press <tab>, type "80000" for $80,000 Site Value.

Press <esc> when done.
It will display, "This record has been changed" and will show the decimal in the correct position after the "=" sign.

```
PRESS(Q)uery, (N)ext, (P)revious, (A)dd, (U)pdate, (R)emove, (O)utput (B)ye
  (S)creen                                     ** 1: code file**
---------------------------------------------------------------Screen:1 of 2

                    MASTER CODES ENTRY/MODIFICATION

Code ID:  210

Category:    ACRE FORMULA

Description: VCS
                                **
Lookup Code: 04
To Size*:    1000
Factor:      123000000    /1000 =    123000.000
Constant:    80000         =          80000.000
                              = Value Used In Calculations
Quality/Depr Table: D
Updated:  10/12/04   10/12/04

*See Screen 2




This record has been changed
```

Press "N" for the next record.

```
-----------------------------------------------------------------Screen:1 of 2

                    MASTER CODES ENTRY/MODIFICATION

Code ID:  210

Category:   ACRE FORMULA

Description: VCS
                                **
Lookup Code: 04
To Size*:   9999
Factor:     0             /1000 =        0.000
Constant:   0                   =        0.000
                                = Value Used In Calculations
Quality/Depr Table: D
Updated:  00/00/00   10/12/04

*See Screen 2
```

Press "U", Press <tab> 5 times, type "15000" for $15,000 excess value per Acre, type 3 zeroes, and press <esc>.

```
PRESS(Q)uery, (N)ext, (P)revious, (A)dd, (U)pdate, (R)emove, (O)utput (B)ye
  (S)creen                                    ** 1: code file**
-----------------------------------------------------------------Screen:1 of 2

                    MASTER CODES ENTRY/MODIFICATION

Code ID:  210

Category:   ACRE FORMULA

Description: VCS
                                **
Lookup Code: 04
To Size*:   9999
Factor:     15000000     /1000 =     15000.000
Constant:   0                   =         0.000
                                = Value Used In Calculations
Quality/Depr Table: D
Updated:  10/12/04   10/12/04

*See Screen 2
```

Press "B" to return to the Menu.

Re-calculate

How to Re-Calculate Using the Summary Report

Type "32" and press <enter> from the Main Menu to select "32 - Reports & Misc Printing"

```
[Reports]
 1-Mailing Labels                      31-Totals Report Menu
 2-File Folder Labels                   32-Deductions Listing Report
 3-Reval Labels                         33-Tenant Rebate Report
 4-Input Forms                          34-Exemption/Abatement List
 5-Edit Notification Forms              35-Error Report
 6-Print Notification Forms             36-Building Permits
 7-Proof Books                          37-Sales Listing
 8-Added/Omitted Notification           38-Paired Sales
 9-Summary Report                       39-Chapter 91 Report
10-Compare Assessment / Taxes Report    40-Appeal Log
11-Impact Report                        41-Land Value by Extraction
12-Owner Address Reports                42-Sales Ratio Study
13-Master Codes List                    43-Style/Neighborhood Anal
14-Partial List                         44-Change Transactions Report
15-Duplicate Old B/L's                  45-Tax List Roster
16-Street or Owner Index                46-Added Assessments Trans List
17-Commercial Style/Neigh Anal          47-Batch Print Property Record Cards
18-Comparable Sale Analysis Grid        48-Compare Values & Show Difference
19-Print Comparable Sales               49-Commercial Analysis Report
 Type a number to make your selection or Press Enter to Exit this Menu:
```

Type "9" and press <enter> to select "9-Summary Report"

```
          SUMMARY REPORT OPTIONS


          1 = Old Land/Total, New L/I/T, Neigh, VCS, Ratio L/I/T, Sale

          2 = Neigh, L/I/T, Sale, Bcl, Sty, Size, Yblt, Fnc, $/SF

          3 = Seq#, Vcs, L/I/T, Sale, Bcl, Sty, Size, Tblt, Fnc, Units

          4








Please Select Command or type q to exit this menu:
```

Type "1" and press <enter> to select "1 = Old Land/Total, New L/I/T, Neigh, VCS, Ratio L/I/T, Sale"

Press <enter> for all questions except, "Do you want each value Re-Calculated? (y or n)".
Answer this question type typing "y" and then press <enter>.

```
Please Select Command or type q to exit this menu: 1
Sort Option: N=New BL(default) 1=Old BL, 2=Owner :
Starting Block (Press Return for First):
Printing will start from the First Record.

Do you want only ONE Record? (y or n)
Multiple Records will Print.

Stop After Block (Press Return for All Records):
All records will be printed.

All Having Class - ie: 1,2,3A,3B... (press return fo all):
All Classes will be Printed.

Print All From Neighborhood (press return for all):
Print All To   Neighborhood (press return for all):
Neighborhoods From 0 to 9999 will be Printed.

Print All Having Update Date From (mmddyy):
Print All Having Update Date To:  (mmddyy):
All Having Date From 00/00/00 Will Be Printed.
All Having Date To   12/31/99 Will Be Printed.

Print All Having Update Code:
All Update Codes Will Be Printed.

All Having Zip Code (press return fo all):
All Zip Codes Will Be Printed.

Do you want each value Re-Calculated? (y or n) y
All values will be Re-Calculated.
```

Continued….

Answer the Multiplier questions to exclude a specific range of records. Press <enter> for both questions for all records.

If you do not have a laser printer, choose "n" for lines.

```
Exclude From Multiplier (ie: 0.55):.85
Exclude To   Multiplier (ie: 3.55):1.15
Would You Like Lines On The Printout? (y or n) n
No Lines Will be Drawn.
Do You Want Tax List Values or PRC Values? (t or p)
PRC Values Will be Used.


Tue Oct 12 01:41:02 EDT 2004
/usr2/town12/work
cat ressum.out
...............................................................
.                                                             .
. Please be Sure to Turn ON the Printer                       .
.                                                             .
.         To ABORT Printing:  Pull Paper Tray, Wait for Last Page  .
.                             to Finish, Turn Off Printer, Goto    .
.                             Menu & Wipeout Spool Job.       .
.                                                             .
.  a = Printer 1    L1 = Local1   al = Landscape    s = Screen    .
.  b = Printer 2    L2 = Local2   bl = Landscape    o = OUT File  .
.  c = Printer 3                  cl = Landscape    m = more      .
.  d = Printer 4                  dl = Landscape              .
...............................................................
Select Printer (default=a):
```

Press <enter> and the report will be printed.

Use "s" to scroll on the screen without stopping.

Use "m" to scroll on the screen stopping after each 24 lines. Press the <space bar> to advance the screen. Type "q" to quit.

Global Updates

How to Enter Zone, Map Page, Neighborhood…

Select "24 - Global Updates Menu" from the menu.

```
Password: camera
```

```
[Start]                                          /usr2/town12
                              Global Update Menu   Tue Oct 13 01:54 2004


1.  Edit Misc Updates (informer)    11. Bank Codes Entry Screen
2.  Run Misc Updates Only           12. Add Note Record for Every Record
3.  Edit Ace Reports                13. Update Additional PRC's From Main
4.  Run Ace Report                  14. Update PRC Date/Code From Commercial
5.  Totals Screen                   15. Add/Remove Reap R01 Code
6.  Print Total of Each Update Code 16. Tax Field Update Screen
7.  Block/Lot ID Change             17. Zmodem Download .txt file
8.  Update Zones or Neighborhoods
9.  Veteran Calculation Menu
10. Globally Change Bank Codes




  Type a number to make your selection or type q to exit this menu:
```

Type "8" and press <enter>.

```
Would you like to Update:
    N=Neighborhoods
    Z=Zone
    V=VCS
    M=Map Page
    L=Land Adjustments
    C=Class/Quality
: Z
```

Type "n" and press <enter>.
Type the Block and press <enter>.
Type the Lot Range or a single Lot and press <enter>
Type the Zone and press <enter>.

```
Would you like to Use Old Block/Lots (Y or N):n

NOTE: Sequential Lots may be entered as: 3.03-4.03

New Block (Press Enter for Default= ): 1
New Lot:  (Press Enter for Default= ): 1-999
Zone      (Press Enter for Default= ): r125
B/L: 1          6              QFARM M  Old B/L:1         6.Q
B/L: 1          7                     M  Old B/L:
B/L: 1          7.01           QFARM M  Old B/L:1         7           QFARM
B/L: 1          8                     M  Old B/L:
B/L: 1          8.A                   M  Old B/L:
B/L: 1          9                     M  Old B/L:
B/L: 1          10                    M  Old B/L:
B/L: 1          11                    M  Old B/L:
B/L: 1          12                    M  Old B/L:
B/L: 1          13                    M  Old B/L:
B/L: 1          13.01                 M  Old B/L:1         13.A
B/L: 1          14                    M  Old B/L:
B/L: 1          15                    M  Old B/L:
B/L: 1          16                    M  Old B/L:
B/L: 1          17                    M  Old B/L:
B/L: 1          18                    M  Old B/L:
B/L: 1          19                    M  Old B/L:
B/L: 1          20                    M  Old B/L:
B/L: 1          21                    M  Old B/L:
B/L: 1          22                    M  Old B/L:
B/L: 1          23                    M  Old B/L:
B/L: 1          24                    M  Old B/L:
B/L: 1          25                    M  Old B/L:
B/L: 1          26                    M  Old B/L:
B/L: 1          27                    M  Old B/L:
B/L: 1          28                    M  Old B/L:
B/L: 1          29                    M  Old B/L:
B/L: 1          WQ.9                  M  Old B/L:
B/L: 1          WQ.8B                 M  Old B/L:
B/L: 1          WQ.8C                 M  Old B/L:
B/L: 1          WQ.8D                 M  Old B/L:

Would you like to update more (y or n): n
```

Type "y" if there are more to do or "n" when done.

How to Search and Replace

Type "1" and press <enter>

```
[Start]                                                  /usr2/town12
                              Global Update Menu   Tue Oct 13 02:02 2004


1.  Edit Misc Updates (informer)    11. Bank Codes Entry Screen
2.  Run Misc Updates Only           12. Add Note Record for Every Record
3.  Edit Ace Reports                13. Update Additional PRC's From Main
4.  Run Ace Report                  14. Update PRC Date/Code From Commercial
5.  Totals Screen                   15. Add/Remove Reap R01 Code
6.  Print Total of Each Update Code  16. Tax Field Update Screen
7.  Block/Lot ID Change             17. Zmodem Download .txt file
8.  Update Zones or Neighborhoods
9.  Veteran Calculation Menu
10. Globally Change Bank Codes



   Type a number to make your selection or type q to exit this menu:  1
```

Press "a" for Add.

Type the following lines:
> search and replace neighborhood
> 10/10/04 bkr.
>
> update noprompt prc
> i27 = "10"
> where l80 = "HB"

```
ADD:  ESC executes.  CTRL C aborts.  CTRL P for ditto.  CTRL W for help.
                                             ** 1: inf file**
--------------------------------------------------------------Screen:1 of 1

                    ENTRY/MODIFICATION OF INFORMER COMMANDS
NUMBER:[1          ]
NOTES: [search and replace neighborhood        ]
       [10/10/04 bkr.                           ]

COMMANDS: [update noprompt prc                  ]
          [i27 = "10"                           ]
          [where l80 = "HB"                     ]
          [                                     ]
          [                                     ]
          [                                     ]
          [                                     ]
          [                                     ]
          [                                     ]
          [                                     ]
          [                                     ]
          [                                     ]
          [                                     ]
```

Press <esc>, note the "NUMBER" that is assigned and then type "B" to return to the menu.

Use the assigned number to select the global search and replace command to execute.

```
FROM NUMBER CODE: (Enter for LAST): 1

TO   NUMBER CODE: (Enter for LAST): 1

INFORMER Relational Query Language            INFORMIX Version 3.30.14
Copyright (C) 1981, 1982, 1983, 1984 Relational Database Systems, Inc.
Software Serial Number ALT-R268201


Type help for sample commands.

Database "prc" has been selected successfully.
> {NUMBER 1}
>> update noprompt prc
>> i27 = "10"
>> where l80 = "HB"
>>
>>
>>
>>
>>
>>
>>
>>
>>
>>
>> ;

A sequential search will be used to satisfy the WHERE clause.

> bye


Program over.

 [Press ENTER to continue]
```

Sketch Instructions

The Start Position is always indicated by going up and then to the right. A letter (A-P) will indicate where the drawing has started. A colon (:)is used to separate the Start Position from the vectors. A Semicolon (;) may also be used to separate the start position from the vectors. When using a Start Position, a single Up command and a single Right command are required. For example:

U10 r10;u20 r20 d10 l10 d10 l10

The Commence Code, "c" can be used to indicate drawing to begin after several position commands. For example:

u10 r10 u5 **c** u20 r20 d10 l10 d10 l10

The position commands are optional as in the following example:

c u20 r20 d10 l10 d10 l10

The vectors may be separated by commas or spaces. The punctuation and spaces are optional. For example:

u10r10u5**c**u20r20d10l10d10l10

Area Descriptions will be placed in the approximate center of the sketched area except when the area is too small. The first two vectors are used in computing the approximate center of the area.

Dormers are always entered with a height of one (1) foot. This will cause the area to be equal to the length. Dormers are calculated based on lineal feet instead of area.

Capital letters indicating the vectors direction will cause the dimension to be omitted for that wall. When only two sides are entered, a capital letter will switch the dimension to the other side of the figure.

When doing a sketch on the property record card, it is best to treat the sketch as though you were doing it on graph paper or a grid. The starting point of the sketch must be identified, and then the dimensions of the particular building are listed. It is always best to start from the lower left corner of the area to be drawn. This is known as "u0,r0;", which stands for up no spaces, and to the right no spaces.

Always sketch the area in a clockwise direction. This will put the description you give the building (i.e. 2S/B) in the approximate center of that block except when the area is too small. The first two vectors are used in computing the approximate center of the area.
A letter (A-J) will indicate where the drawing has started. A Semicolon (;) is used to separate the start position from the vectors. The vectors may be separated by commas or spaces.

Only two (2) sides are necessary for any four (4) sided area. Dimensions are always placed on the center of the line except when the direction is typed using a capital letter (ex. U25,R20 instead of u25,r20).

Capital letters indicating the vectors direction will cause the dimension to be omitted for that wall. When only two sides are entered, a capital letter will switch the dimension to the other side of the figure. A total of 59 walls are permitted per sketched area.

If the sketched area did not close, the computer will tell you by putting the cursor on the line that needs to be corrected, and giving you a message at the bottom of the screen:

An alternate method of sketching is to use the commands that tell the computer to draw Above, Below, Right or Left of a particular block. The area is described by Width and Length, so it will only be used if the area is a perfect square or rectangle. As an example, we will add an attached garage to the sketch using the following description:

```
====Description===:==Vector List= 103        = 6          =        = M ==S:2
A 2S/B            u0,r0;u25 r20
B 1S              u25,r0;u10 r15 u5 r5 d15 l20
C AG              ar -5 w15 l20
D
E
F
G
H
I                                        *5*
J                               *---15---5 |
K                               10          15
L                               |   1S      |
M                               B-----20---*
N                               |          *---15--*
O                               |          |       |
P                               25  2S/B   |  AG   |
Update Code: 0     Print Code:  |          |      20
Number Months Added Assmt: 0    |          |       |
Reason:                         A----------C-------*
```

The command tells the computer to start at the A block and to the right (ar). You are also telling the computer to draw this at the position 5 feet down from the starting position (-5). Then you describe the length and width. The starting positions for Above and Below are to the left of the A section, and the Left and Right start at the top of the A block (see below). If the -5 was not used in the previous example, the garage would have been positioned at the top part of the right side of the house. The block drawn will still have the letter at the bottom right with the description in the approximate center of the area sketched.

```
                            *-----*
                Start   |     |
                for aa  |     |
                    *------B-----*------*-----*
        Start for  |      |            |     | Start for
            al     |      |            |     |    ar
                   D------*            E-----*
                   |      |            |
                   |      |            |
                   |      |            |
                   |      |            |
                   A-----*------*
                Start  |      |
                for ab |      |
                   C-----*
                   |      |     This block would be described as
                   F-----*     cb (below the C block)
```
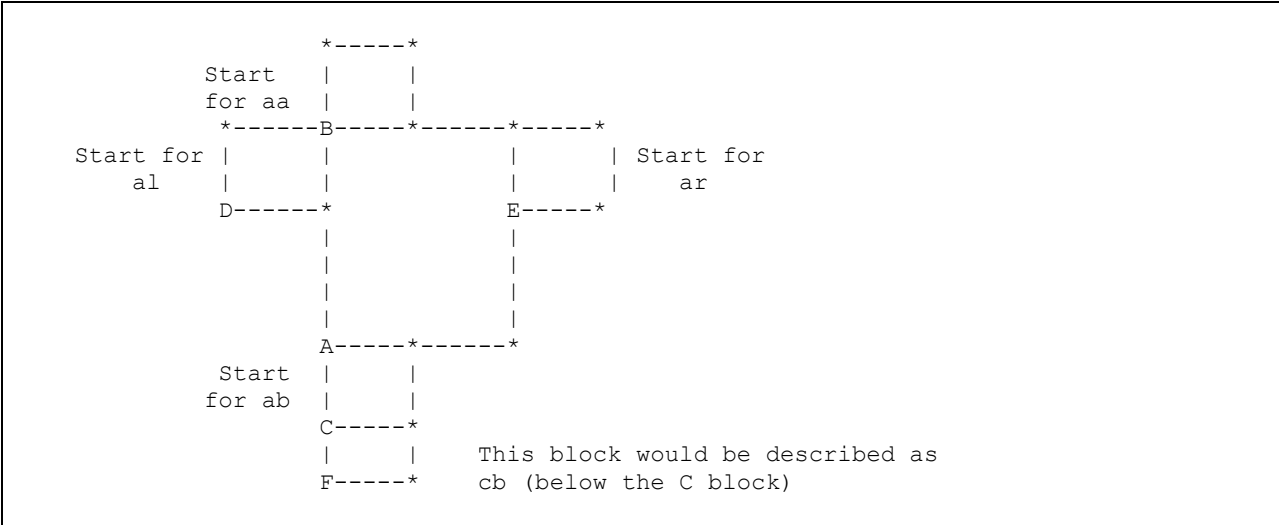
For above and below commands, a +5 would move the block right, while a -5 would move it left. For left and right commands, a +5 would move the block up, and the -5 would move it down.

Sketching Angles

In order to sketch an angle, we must again think of our sketching area as a grid, and be able to describe where the angle is without the use of the up, down, right, and left commands. The commands we will use are (n)orth, (s)outh, (e)ast, and (w)est. For our example, we will add a deck to the back of our house:

```
====Description===:==Vector List= 103        = 6           =        = M ==
A 2S/B           u0,r0;u25 r20
B 1S             u25,r0;u10 r15 u5 r5 d15 l20
C DECK           u25,r?15;u10 n10 e15 r15 d10 l15 d10 l15
D
E
F
G
H
I                                   &         *--15--*
J                                             *5-*
K                                   &         *--15--*  |
L                                  10        10        15
M                                  C---15--B----20---*
N                                  |            |
O                                  |            |
P                                  25           |
Update Code: 0     Print Code:     |  2S/B      |
Number Months Added Assmt: 0       |            |
Reason:                            A---------*
```

The description shows the two & as the start and finish points of the n(orth)10 command, then the e(ast)15 command starts where the first left off. It doesn't draw the line on the screen, only when the Laser Property Record Card is printed. Note also the square footage of the deck is calculated to the right of the vector list.

When you print this to the screen, it will show you the same picture with "DECK" filled in the area.

Garage codes can be preceded with the number of cars. For Example:

          2AG

Detached garages can be sketched, but are usually entered under "Detached Items".

Finished basements may be preceded with the percentage of basement that is finished. For Example:

      .8HFB   or   .3FB   --- 0.3 Is not allowed.

Sketch Codes

1.5S	1.5 Story
1S	First Story
1SBW	1st Story Bay Window
1SO	1st Story Overhang
1SOH	1st Story Overhang
1SOV	1st Story Overhang
2.5S	2.5 Story
2NDOH	Upper Story Overhang
2S	2 Story
3S	3 Story
A	Attic
AG	Attached Garage
ATG	Attached Garage
ATG2	Attached Garage
ATCN	Canopy
ATCN2	Canopy
ATCN3	Canopy
ATCP	Carport
AC	Carport
ATSH	Attached Shed
B	Basement
BALC	Balcony
BG	Basmtgar
BG2	Basement Garage
BGCARS	Basement Garage #Cars
BGO	Basment Garage Over
BD	Basement Garage Deduct
BIEP	Built-in Encl Porch
BIG	Built-In Garage
BIG2	Built-in Garage
BIGA	Built-in Garage
BIGP	Built-in Glazed Porch
BIOP	Built-in Open Porch
BIOP2	Built-In Open Porch
BP	Brick Patio
BPA	Brick Patio
BTER	Brick Terrace
CANOPY	Canopy
CC	Cathedral Ceiling

CNP	Canopy
CP	Carport
CPA	Patio
CPORCH	Covered Porch
CR	Crawl Space
CRAWL	Crawl Space
CRP	Carport
CTER	Terrace
DC	Detached Carport
DECK	Deck
DECK2	Deck
DG	Detached Garage
DORMER	Dormer
DORMER2	Dormer
DORMER3	Dormer
DORMER4	Dormer
DR	Roof Deck
EP	Enclosed Porch
EP2	Enclosed Porch
EP3	Built-In Enclosed Porch
EPH	Heated Enclosed Porch
FA	Finished Attic
FP	Flag Stone Patio
FPA	Flagstone Patio
GB	Basement Gar Special
GP	Glazed Porch
GRN	Green House
GZB	Gazebo
HALF	Half Story Overhang
HFA	Heated Fin Attic
HFB	Heated Fin Bsmt
NB	No Basement
OH	Upper Story Overhang
OHH	Half Story Overhang
OP	Open Porch
OP2	Open Porch
OP3	Open Porch
OP4	Open Porch
OP5	Open Porch
OP6	Open Porch
PATIO	Patio
PATIO2	Patio

PD	Patio
POOL	Pool
RD	3RD Story Overhang
SHED	Shed
SL	Slab
SLAB	Slab
SP	Screened Porch
SPA	Stone Patio
STER	Stone Terrace
STOOP	Stoop
TERR	Terrace
UA	Unfin Area
UNFA	Unf Attic
UNH	Unfin Half Story
UPPER	Upper Story Overhang
WD	Deck
WD2	Deck
WD3	Deck
WDK	Deck

Sample Reports

Calc-Sheet

```
BLOCK: 1                         OWNERS NAME:     BABIAK LUDWIG
LOT:    8.A                      STREET ADDR:     2 CREST ROAD
QUAL:                            CITY/STATE/ZIP:  NEW BRUNSWICK, N.J.       08901
BLDG:   M                        PROPERTY LOC:    MAIN STREET

PROPERTY CLASS        : 2   PRINTED: 10/12/04   REASON: REVIEW CHANGE
LAND DESC             : 110 X 200
BLDG DESC             : 2SF-R                    OPERATOR INITIALS:
ACREAGE              : 0.5100
NEIGHBORHOOD         : 04
BUILDING CLASS       : QUALITY 18

     *-------22-----*
    6       1S-B    |
   *C-------24-----**
   |                |
   |                |
  32                |
        A-2S-B      |
                    |
                    |
  AB-------------***
   8       EP      |
   *-------22-----*

LAND CALCULATIONS:
UNIT METHOD:      UNIT:   0.510 AC RATE:  10000 SITE:    70000   NC:100        75,100

    3.10  BASEMENT            900 x     3.150 +    700 x  1.32 x  1.00  =    4666
    4.01  FIRST STORY         900 x    15.850 +   7244 x  1.35 x  1.00  =   29037
    4.01  UPPER STORY         768 x    11.250 +   2175 x  1.35 x  1.00  =   14600
    6.4   HOTWTR BB          1668 x     1.070 +    400 x  1.15 x  1.00  =    2512
    7.2   3FIX BATH          1 - 1 x  855.000 +      0 x  1.15 x  1.00  =       0
   11.1   UNF ATTIC           768 x     1.420 +    200 x  1.16 x  1.00  =    1497
   12.3   ENCL PORCH          176 x     8.940 +    355 x  1.30 x  1.00  =    2507
            0054819                                                            0

TOTAL BASE COST      :                                                    54,819
DESIGN & STYLE       : COLONIAL
TYPE AND USE         : ONE FAMILY
COST CONVERSION      :                                                       285
REPLACEMENT COST     :                                                   156,234
CONDITION            : AVG.
YEAR BUILT           : 1920
DEPRECIATION         : PHYS: 63.00   FUNC: 100.00   LOC:50.00    NET:   31.50
0156234    0049214   0000000                                                  0
REPLACEMENT VALUE    :                                                    49,214
TOTAL ACCESS. BLDGS  :                                                         0
----------------------------------------------------------------------------------
CHANGE:              0    TAX LIST:        75,100      LAND  (PRC):       75,100
                     0                     49,200      IMPR  (PRC):       49,200
                     0                    124,300      TOTAL      :      124,300
----------------------------------------------------------------------------------
HISTORY    LAND      IMPR      TOTAL    CHANGE   REASON       AA MONTHS
2003       75100     49200     124300
2004       75100     49200     124300
```

Block:	1	Land Desc:	110 X 200	Owners Name:	BABIAK LUDWIG		Bank:		Land:	75,100	Exemption		Net Taxable Value
Lot:	8.A	Bldg Desc:	2SF-R	Street Address:	2 CREST ROAD				Impr:	49,200	Code:		
Qual:		Addl Lots:		City & State:	NEW BRUNSWICK, N.J.	Zip: 08901			Total:	124,300	Value:	0	124,300
Card:	M (#1 of 1)	Acreage:	0.510 Class: 2	Property Loc:	MAIN STREET		Zone: R01					Map: TM04	12 MILLSTONE BORO

SALES HISTORY

Grantor	Date	Book/Page	Price	Nu#		

ASSESSMENT HISTORY

Year	Land	Impr	Total
2003	75100	49200	124300
2004	75100	49200	124300

BUILDING PERMITS/REMARKS

Date	Work Description	Amount	Compl.

LAND CALCULATIONS

Frt	Rr	SB	T	FF	Avgd	Tabl	EqF	Rate	Site	Cond	Site	Value

Units	Rate	Site	Cond			Value
0.510 AC	10000	70000	100	100	100	75100

Net Adj: 100.00 SF: 22,215 Auto: Y Land Value: 75,100

SITE INFORMATION

Info By:
Road:
Curbs: NO
Sidewalk:
Measured:
Listed:

Utilities: ALL
Neigh Type/View: /
Neigh: 04
VCS: 04

BUILDING INFORMATION

Type and Use: ONE FAMILY
Story Height: TWO STORY W/ATT
Style: COLONIAL
Exterior Finish: WOOD SIDNG
Roof Type: GABLE
Roof Material: ASHP SHINGLE
Foundation: BLOCK/CONC
Att Gar:
Heat Source: OIL
Floor Finish

Class/Quality: 18
Livable Area: 1668 SF
Year Built/Eff Yr: 1920 / 1965
Interior Finish:
Layout: AVG.
Int/Ext Cond: AVG. / AVG.
Electric:
Misc:

Basement BASEMENT
Main Bldg FIRST STORY / UPPER STORY
Heat/AC HOTWTR BB
Plumbing 3FIX BATH
Fireplace
Attic UNF ATTIC
Deck/Patio/Garage/Misc ENCL PORCH 0054819

ROOM COUNT

	B	1	2	3/A	Tot
Living Rm	1	0	0	0	1
Dining Rm	0	0	0	0	1
Kitchen	1	0	0	0	1
Bathroom	1	0	0	0	1
Bed Room	3	0	0	0	3
Rec Room	0	0	0	0	0
Den/Off	0	0	0	0	0

Old B:
Old L: 10/12/04

RESIDENTIAL COST APPROACH

Basement	900 x	3.150 +	700 x1.32 x1.00=	4666
Main Bldg				
FIRST STORY	900 x	15.850 +	7244 x1.35 x1.00=	29037
UPPER STORY	768 x	11.250 +	2175 x1.35 x1.00=	14600
Heat/AC HOTWTR BB	1668 x	1.070 +	400 x1.15 x1.00=	2512
Plumbing 3FIX BATH	1- 1 x	855.000 +	0 x1.15 x1.00=	0
Fireplace				
Attic UNF ATTIC	768 x	1.420 +	200 x1.16 x1.00=	1497
Deck/Patio/Garage/Misc ENCL PORCH	176 x	8.940 +	355 x1.30 x1.00=	2507
0054819				0

Base Cost:	54,819	CCF: 285	CLA: 100	Cost New:	156234
Phys Depr:	37.00 (N)	Func Depr:		Net Depr:	31.50
Eco Depr:		Mkt+:	Mkt-: 50	Bldg Value:	49214

Detached Items/Notes:
0156234 00049214 0000000

Land:	75,100	Impr:	49,200	Total:	124,300

BUILDING SKETCH

HOUSE APPEARS TO BE ABANDONED ...

A:A-2S-B   cu32r24
B:EP   r1cd8r22
C:1S-B   u32r1cu6r22

A:A-2S-B
B:EP
C:1S-B
D:
E:
F:
G:
H:
I:
J:
K:
L:

M:
N:
O:
P:

768
176
132
0
0
0
0

22
1S-B
24

A-2S-B

32

EP
22

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Summary Report

```
Max: 1.15 Min: 0.85

Re-Calc: Y        12 MILLSTONE BORO      S U M M A R Y    R E P O R T
                                                                              10/12/04 Page 1
```

Block	Lot	Qual	Class	Old Assessments: Land	Totl	New Assessments: Land	Impr	Totl	Neig	VCS	New/Old Ratios: Land	Impr	Totl	Sale Date	Sale Price	Ra-tio
1	8		15F	85800	85800	120000	0	120000	HB	HB	1.40	0.00	1.40		0	0
6	4		2	72700	200400	72700	231700	304400	04	04	1.00	1.81	1.52	01/03	310000	98
7	4		2	74500	276200	0	22500	22500	03	03	0.00	0.11	0.08	06/97	145495	15
999	99.A		6A	66034	56789	66000	0	66000			1.00	0.00	1.16		0	0
999	99.B		6A	1134	975	0	0	0			0.00	0.00	0.00		0	0