

# **Tax Assessors Demo Manual**

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## Login Instructions

Click on “MicroSystems” on the Windows Desktop

Password:

Type your password and press Enter.

Welcome to Sussex County Board of Taxation

DATES TO REMEMBER.....

Press Enter:

Press Enter.

## Tax Assessor's Menu

```
*****
*                COUNTY TAX BOARD INFORMATION SYSTEM                *
*****
      m4  -  Mod IV
      aa  -  Mod IV Added Assessments
      sr  -  SR1-A System
      ap  -  Tax Appeals

      sum -  Mod IV Summary
      his -  Tax List History
      ahis - AA List History
      bank - Bank Code Batch Update
      m4b - Bank Code Update Screen
      m4v - Assessment Only Update Screen
      m4t - Tax Field Only Update Screen
      reap - Add/Remove Reap R01 Code
      id  - ID Change Program (Block/Lot Change)
      inq - County-Wide Inquire
      srq - County-Wide Inquire Srla
      rpts - Reports Menu
      data - Download Data Menu
      cama - Appraisal Program Menu          q  -  Quit this Menu

Please Type a Command and Press Enter:
```

Type one of the above commands and press enter.

## Mod IV

### How to Search by Block/Lot

```
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 5
      Block:          Lot:          Q:
  Prior Block:      Lot:          Q:          00/00/00
Loc:                ANYTOWN, NJ
Owner:
Street:
Town:
Class:      Deductions:S 0  V 0  W 0  R 0  D 0  Own: 0  Amt: 0
Saled: 00/00/00 Bk:      Pg:      Price: 0      NU#:      Cd:      R:      0.00

      0          2006      Taxes      Exemptions/Abatements
Land:      0          0      (57):      0.00  1          0
Impr:      0          0          (58):      0.00  2          0
Net:      0          0      Partial:      4          0 0 NetCalc

Land Dim:      Class4Cd:      YrBlt:      Neigh:
Bldg Desc:      BldgClass:      SF:      0
Addl Lots:      Type/Use:      PrcSF 0      UCd: 0
                  Style:      Zone:      Map:
```

Press Q (do not press <Enter>).

You will see the top line change to "QUERY:Press <ESC> to ..."

Type the Block Press TAB. Type the Lot.

```
QUERY: ESC executes. Ctrl-C aborts. Ctrl-C clears all.      F1 for help.
** 1: prc file**
-----Screen:1 of 5
      Block: 1          Lot: 8          Q:
  Prior Block:      Lot:          Q:
Loc:                ANYTOWN, NJ
Owner:
Street:
Town:
Class:      Deductions:S      V      W      R      D      Own:      Amt:
Saled:      Bk:      Pg:      Price:      NU#:      Cd:      R:      0.00

      0          2006      Taxes      Exemptions/Abatements
Land:      0          0      (57):      1
Impr:      0          0          (58):      2
Net:      0          0      Partial:      3          NetCalc
                  4          0

Land Dim:      Class4Cd:      YrBlt:      Neigh:
Bldg Desc:      BldgClass:      SF:
Addl Lots:      Type/Use:      PrcSF      UCd:
                  Style:      Zone:      Map:
```

Press <ESC> to "execute" or "submit" the search.

### **How to Search by Owner's Name**

Press Q (do not press <Enter>).

You will see the top line change to "QUERY:Press <ESC> to ..."

Press F6 to "Owner".

Type the Owner's Name followed by an asterisk. For example: SMITH\*

Press <ESC> to "execute" or "submit" the search.

Press <N> for the next record and <P> for previous.

### **How to Search by Property Location**

Press Q (do not press <Enter>).

Press F6 to "Loc".

Type the House Number and Street Name followed by an asterisk. For example: 18 PARK\*

Press <ESC> to "execute" or "submit" the search.

Press <N> for the next record and <P> for previous.

To find all records with the same street name use an asterisk instead of the house number. For example: \*PARK\*

### **How to Return to the Menu**

Press B to return to the menu.

## How to Update Information

The record MUST be displayed on the screen first.

```

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 2
      Block: 103      Lot: 1      Q:      M
  Prior Block: 3      Lot: 1      Q:      07/31/02
Loc:  UNION AVE      40 ANYTOWN, NJ      07111
Owner:  PASSAIC VALLEY WATER COMM      Billing Code:
Street: BOX 230      Account Num:
Town:  CLIFTON, NJ      Zip: 07015      Mtg Acct#:
Class: 1  Deductions:S 0  V 2  W 1  R 0  D 0  Own: 2  Amt: 750
Saled: 00/00/00 Bk:      Pg:      Price: 0      NU#:  Cd:  R:  0.00

      2000      2003      Taxes 2002  Exemptions/Abatements
Land:  1680000  1680000  (57):  0.00  1      0
Impr:  0      0      2003  2      0
      0      0  (58):  0.00  3      0  NetCalc
Net:  1680000  1680000  Partial:  4      0  0

Land Dim:  2.80 ACRES      Class4Cd:      YrBlt:
Bldg Desc:      BldgClass:      SF:  0
Addl Lots:      Type/Use:  1  PrcSF  0      UCd:  2
      Style:      Zone:  B20  Map:
  
```

Press the letter "U" to update the record (do not press <Enter>). The cursor will go to the Owners Name field and the top line will change to look like the following:

```

UPDATE:  ESC executes.  DEL aborts.  CTRL P for original.  CTRL W for help.
** 1: prc file**
-----Screen:1 of 2
      Block: 103      Lot: 1      Q:      M
  Prior Block: 3      Lot: 1      Q:      07/31/02
Loc:  UNION AVE      40 ANYTOWN, NJ      07111
Owner:  PASSAIC VALLEY WATER COMM      Billing Code:
Street: BOX 230      Account Num:
Town:  CLIFTON, NJ      Zip: 07015      Mtg Acct#:
Class: 1  Deductions:S 0  V 2  W 1  R 0  D 0  Own: 2  Amt: 750
Saled: 00/00/00 Bk:      Pg:      Price: 0      NU#:  Cd:  R:  0.00

      2000      2003      Taxes 2002  Exemptions/Abatements
Land:  1680000  1680000  (57):  0.00  1      0
Impr:  0      0      2003  2      0
      0      0  (58):  0.00  3      0  NetCalc
Net:  1680000  1680000  Partial:  4      0  0

Land Dim:  2.80 ACRES      Class4Cd:      YrBlt:
Bldg Desc:      BldgClass:      SF:  0
Addl Lots:      Type/Use:  1  PrcSF  0      UCd:  0
      Style:      Zone:  B20  Map:
  
```

Press the <ESC> key to save the changes.

## How to Delete a Record

The record MUST be displayed on the screen first.

```
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 2
      Block: 103      Lot: 1      Q:      M
  Prior Block: 3      Lot: 1      Q:      07/31/02
Loc:  UNION AVE      40 ANYTOWN, NJ      07111
Owner: PASSAIC VALLEY WATER COMM      Billing Code:
Street: BOX 230      Account Num:
Town:  CLIFTON, NJ      Zip: 07015      Mtg Acct#:
Class: 1  Deductions:S 0  V 2  W 1  R 0  D 0  Own: 2  Amt: 750
Saled: 00/00/00 Bk:      Pg:      Price: 0      NU#:      Cd:      R:      0.00

      2000      2003      Taxes 2002      Exemptions/Abatements
Land: 1680000      1680000      (57):      0.00      1      0
Impr:      0      0      2003      2      0
      0      0      (58):      0.00      3      0      NetCalc
Net: 1680000      1680000      Partial:      4      0      0

Land Dim: 2.80 ACRES      Class4Cd:      YrBlt:
Bldg Desc:      BldgClass:      SF:      0
Addl Lots:      Type/Use: 1      PrcSF 0      UCd: 2
      Style:      Zone: B20      Map:
```

Press the letter "R" to remove the record (do not press <Enter>). The top line will change to look like the following:

```
Delete: (Y or N) ?
                               ** 1: prc file**
-----Screen:1 of 2
.
```

If you are sure you want to delete the record, Press the letter, Y (you do not need to press <Enter>).



## How to Establish a Record

The following command line must be on the top line of the screen:

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

Press the letter "A" to add a new record (do not press <Enter>). The top line will change to look like the following:

```
ADD:  ESC executes.  DEL aborts.  CTRL P for ditto.  CTRL W for help.
                                           ** 1: prc file**
-----Screen:1 of 2
      Block:           Lot:           Q:           M
  Prior Block:       Lot:           Q:           00/00/00
Loc:                40 ANYTOWN, NJ      07111
Owner:              Billing Code:
Street:             Account Num:
Town:              Zip: 00000          Mtg Acct#:
Class:             Deductions:S 0    V 0    W 0    R 0    D 0    Own: 0    Amt: 0
SaleD: 00/00/00 Bk:   Pg:           Price: 0          NU#:   Cd:   R:   0.00

      0              2003          Taxes 2002    Exemptions/Abatements
Land:   0            0            (57):    0.00    1            0
Impr:   0            0            2003    2            0
      0            0            (58):    0.00    3            0    NetCalc
Net:    0            0            Partial: 4            0    0

Land Dim:           Class4Cd:         YrBlt:
Bldg Desc:          BldgClass:         SF:    0
Addl Lots:          Type/Use:          PrcSF 0    UCd: 0
                   Style:           Zone:           Map:
```

Type in the information for each field. When done, press the <Esc> key to save the record.

## Bank Code Batch Update

```
Block:101
Lot: 1
Qual:
Bank Code (Press Enter for Default= ): 1175
Updated B/L: 101          1          Bank:01175

Would you like to update more? (Press Enter for Yes):
Block:101
Lot: 2
Qual:
Bank Code (Press Enter for Default=01175):
Updated B/L: 101          2          Bank:01175

Would you like to update more? (Press Enter for Yes):
```

## Download Data Menu

```
*****  
*  
*          DOWNLOAD DATA MENU          *  
*  
*****
```

- 1 - Mod-IV Master File
- 2 - Taxa File
- 3 - Tab Delimited File for PC-Mod4
- 4 - Srla.dat and .idx Files
- 5 - Appeal.dat and .idx Files
- 6 - All of the above
- 7 - GIS File
- 8 - Comma Seperated ascii file
  
- q - Quit

Please Type a Command and Press Enter:

## Reports

```
*****
*
*                               REPORTS MENU                               *
*
*****

1 - Mod IV Transactions
2 - Added Assessment Transactions
3 - Accepted Transactions
4 - Tax Rate History
5 - Create Block/Lot List Entry
6 - Print Report from B/L List
7 - Print with Assessments
8 - Print Labels from B/L List
9 - Owner Address List (batch)
10 - Mailing Labels (batch)
11 - Outstanding Srla List
12 -
13 - Totals Reports

q   - Quit

      Please Type a Command and Press Enter:
```

## How to do a 200' List

Select, "5 - Create Block/Lot List Entry"

```
PRESS (Q)uery, (N)ext, (P)revious, (A)dd, (U)pdate, (R)emove, (O)utput (B)ye
(S)creen                                     ** 1: owner file**
-----
Number :0          Desc :
Old BL Search Mode? (Y or N) :          VALUES :
                                     REMARKS
:
:
      BLOCK      LOT FROM      LOT TO      BLOCK      LOT FROM      LOT TO
:               :             :           :           :             :
:               :             :           :           :             :
:               :             :           :           :             :
:               :             :           :           :             :
:               :             :           :           :             :
:               :             :           :           :             :
:               :             :           :           :             :
:               :             :           :           :             :
:               :             :           :           :             :
:               :             :           :           :             :
```

Press "A" to Add a new entry. The cursor will go to "Desc". Type in a remark to identify this request.

Press TAB to advance to "Search Mode". Leave the N. Press TAB to advance to "Values". Enter "C" for Current Year Tax List. Press TAB to enter "REMARKS". The remarks will print on the report.

Next, Enter the Block and Lot-Range. If there is no lot-range, you do not need to enter the "LOT TO".

When complete, press the <ESC> key.

```
PRESS(Q)uery, (N)ext, (P)revious, (A)dd, (U)pdate, (R)emove, (O)utput (B)ye
(S)creen                               ** 1: owner file**
-----
Number :3                               Desc :200' LIST FOR 100 MAIN ST
Old BL Search Mode? (Y or N) :N         VALUES :C
REMARKS
:SUBJECT PROPERTY: 100 MAIN STREET
:REQUESTED ON 6/1/2001
BLOCK      LOT FROM      LOT TO      BLOCK      LOT FROM      LOT TO
:101       :1              :999        :           :           :
:102       :1              :2          :           :           :
:103       :5              :9          :           :           :
:104       :6              :           :           :           :
:          :              :           :           :           :
:          :              :           :           :           :
:          :              :           :           :           :
:          :              :           :           :           :
:          :              :           :           :           :
:          :              :           :           :           :
```

The computer will assign a number for this request. The above example was assigned number, "3". Press the letter "B" to return to the menu.

Next, Select "6 - Print Report from B/L List" and enter the request number (in the above example, the number 3). Enter "n" for the question, "Do you Wish to Review on Screen". Enter "1" for Laser.

The report can be generated with Assessments by selecting #7 on the menu.

Mailing labels can be generated by selecting #8 from the menu.

### **Print Report from B/L List**

```
Number: 3
PRESS ENTER:
Do You Wish to Review on Screen?:
```

### **Print with Assessments**

```
Number: 3
PRESS ENTER:
Do You Wish to Review on Screen?:
```

## Print Labels from B/L List

Number: 3  
PRESS ENTER:  
Do You Wish to Review on Screen?:

# CAMA

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

1 - Official File

work - Play File

reval - Reassessment File

over - Copy Official File to Work File

Please Select Command or type q to exit this menu:

[Start]

PRC System VER 5

/usr5/data/town1327/tmp

Tue Apr 20 16:34 2005

### PRC Information Screens

- 1 - Mod IV Information
- 2 - Residential PRC Information
- 3 - Historical Sale Information
- 4 - Building Permits
- 5 - Residential Data Entry

### Other Screens

- 11 - Commercial Income Approach
- 12 - Commercial Cost Appr
- 13 - Added Assessments
- 14 - Codes Table
- 15 - Land Data & Note File Entry
- 16 - Chapter 91
- 17 - Tax Appeals

### System and Administration

- 21 - Utilities
- 22 - Codes & Cost Values
- 23 - Backup This Town
- 24 - Global Updates Menu
- 25 -

### Reports & Misc

- 31 - Print Property Record Card
- 32 - Reports & Misc Printing
- 33 - Assessment History
- 34 - Copy/Demolish a Residential PRC
- 35 - Download Forms to Laser Printer

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

## Building Permits

How to Enter Building Permits:

From the CAMA Menu, Type 4 and Press Enter.

```
PRESS(Q)uery, (N)ext, (P)revious, (A)dd, (U)pdate, (R)emove, (O)utput (B)ye
(S)creen                               ** 1: permits file**
-----
      Block:           Lot:           Q:           Card:
Prior Block:         Lot:           Q:
-----
                                PRC INFORMATION (Master)
New Block:           Lot:           Qualifier:       Card:
Class:       Operator:           Upd: 0   Loc:
Updated: 00/00/00
Owner:                               Land: 0           0
Street:                               Impr: 0           0
Town:                               Totl: 0           0
-----
                                BUILDING PERMITS INFORMATION (Detail)
Permit Number:           Permit Date: 00/00/00   Serial ID: 0
                                | THIS DOESN'T PRINT ON PRC
Work Description:           |
Permit Amount:       0
AA Amount:           0           Months AA:
Completion Date: 00/00/00   CO Date: 00/00/00
BL Sort Field:
```

Press A for Add. Fill in the Information

Press ESC

Press A for Add to enter another Permit.

Press ESC



## Residential PRC

How to Add a Deck to an existing sketch:

Make sure you have selected Menu Option #2, "PRC Information". To do this go back to the Main Menu by pressing "B" and then 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 5
      Block:          Lot:          Q:
  Prior Block:      Lot:          Q:   Map:      Zone:
Loc:                ANYTOWN, NJ      07740
Owner:
Street:
Town:
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                2006          PRC Values
Land:          0                0                0
Impr:          0                0                0
Exmp:          0
Total:         0                0                0

Land Dim:
Bldg Desc:          0.0          E1:          0
Addl Lots:          E2:          0
Partial:   SpTaxCd: E3:          0
                                E4:          0
  
```

Press Q

Type the Block and Press TAB. Type the Lot. Press ESC

Press U for Update

```

UPDATE:  ESC executes.  Ctrl-C aborts.      F3 for original.      F1 for help.
                                               ** 1: prc file**
-----Screen:1 of 5
      Block: 1          Lot: 8          Q:          M
  Prior Block:      Lot:          Q:   Map: 1      Zone: R-1
Loc: 4 GARFIELD RD      ANYTOWN, NJ      07740
Owner: METZGER, MARK      Billing Code:
Street: 6 GARFIELD RD      Account Num: 00080000
Town: LONG BRANCH, NJ      Zip: 07740      Mtg Acct#:
Class: 2   Deductions:S 0   V 0   W 0   R 0   D 0   Own: 0   : 0
SaleD: 03/29/01 Bk: 08016 Pg: 08580 Amt: 1      NU#: 25   Code: Z

      2005          2006          PRC Values
Land: 737600      737600      737600
Impr: 163400      163400      163400
Exmp: 0
Total: 901000      901000      901000

Land Dim: 115X226          E1:          0
Bldg Desc: 1S-F-R-DG-1U      0.0          E2:          0
Addl Lots:          E3:          0
Partial:   SpTaxCd: E4:          0
  
```

Press F6 to Advance the Cursor to the 3rd Screen, Line D:

Type "WDK" and Press TAB

Type " u33 r15 c 115 u26 n6e6 r33 d10 l24 d22" and Press ESC. Type 2 and Press TAB. Type A and Press ESC. A Property Record Card will Print.

```
UPDATE:  ESC executes.  Ctrl-C aborts.      F3 for original.      F1 for help.
                                         ** 1: prc file**
====Description====:==Vector List= 1      = 8      =      = M ===3 of 5
A 1S/B      cu33 r55 d31 l27 u8 l12 d10 l16      1641
B OP        r16 u2 c u8 R12      96
C PATIO     aa+15 L22 w24      528
D WDK       u33 r15 c 115 u26 n6e6 r33 d10 l24 d22      702
E           0
F           0
G           0
H           0
I           & *-----33-----*      0
J           &           10      0
K           | *---24---*      0
L           26 D 22      22      0
M           | | C |      0
N           *--15*-----55---*-----*      0
O           |           |      0
P           33           31      0
Update Code: 2      Print Code: A      | *--12*      |
Number Months Added Assmt: 0      | 10 8      |
AA BldgDesc:      A--16-B-12*---27---*
ABCD=LaserPRC  EFGH=PP Form  IJKL=Report  MNOP=Comm PRC  S=Screen Z=Calc Only
```

Press U for Update

Press ESC

Type 2 and Press TAB. Type S and Press ESC.

```
BLOCK: 1      OWNERS NAME:  METZGER, MARK
LOT: 8      STREET ADDR:  6 GARFIELD RD
QUAL:      CITY/STATE/ZIP:  LONG BRANCH, NJ      07740

& *-----33-----*
&           10
| *---24---*
| | | |
26 | | | |
| WDK 22 PATIO 22
| | | |
| | | |
*---15--D-----55---*-----*
| | | |
| | | |
33 | 1S/B 31
| *--12-* |
| 8 8 |
| B0-12-*-----27---*
A---16---*

LAND CALCULATIONS:
PRESS SPACE BAR
```

PRESS SPACE BAR							
FF:115 D:222 SETB:	T:	DPF:1.05	FF:115	RATE:	3500	DEP:1.00	422,625
LOT(S)		DPF:1.05		RATE:	300000	DEP:1.00	315,000
BASEMENT	1641	x	3.150	+	700	x	1.15 x 1.00 = 6750
FIRST STORY	1641	x	15.840	+	7244	x	1.14 x 1.00 = 37891
FORCED HOT AIR	1641	x	0.800	+	300	x	1.12 x 1.00 = 1806
AC (COMB DUCTS)	1641	x	0.300	+	700	x	1.12 x 1.00 = 1335
3 FIXTURE BATH	2 - 1	x	855.000	+	0	x	1.12 x 1.00 = 958
OPEN PORCH	96	x	3.560	+	147	x	1.15 x 1.00 = 562
DECK	702	x	1.720	+	64	x	1.15 x 1.00 = 1462
PATIO	528	x	1.720	+	64	x	1.15 x 1.00 = 1118
DET GAR-FRM	YB :	400	x	5.30 +1000	x	1.13 x 3.09 x 0.98	= 10676
BASE COST:	51,882		CCF: 3.09		REPLACEMENT COST:		160,315
CONDITION	:	NORMAL					
DEPR: 98.00/100.00/100.00		NET: 98.00			MAIN BLDG VALUE:		157,109
TOTAL ACCESS. BLDGS :							10,676
-----							
CHANGE:	0	TAX LIST:	737,600		LAND (PRC):		737,600
	4,400		163,400		IMPR (PRC):		167,800
	4,400		901,000		TOTAL :		905,400
-----							
HISTORY	LAND	IMPR	TOTAL	CHANGE	REASON	AA	MONTHS
PRESS SPACE BAR							

The screen shows the Net Change.

To Print the Final Property Record Card:

Press U

Press ESC

Type 3 for Added Assessment and Press TAB. Type A for Laser Printed Property Record Card.

Press ESC

## Reports Menu

[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-Multi Family List by Type/Use	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:

## Tool Bar



## 1S – 8S

The buttons “1S” through “9S” select the 1<sup>st</sup> through the 8<sup>th</sup> screen.

## Find (Magnifying Glass)

A screenshot of the "NJ Tax Records Search" web application running in Microsoft Internet Explorer. The browser's address bar shows the URL: http://193.1.9.193/cgi-bin/prc6.cgi?menu=index&ms\_user=. The page title is "NJ Tax Records Search - Microsoft Internet Explorer". The main content area is titled "Tax Records Search" and contains a multi-step search form. Step 1: Select Database: Current Tax List / Owners List (dropdown). Step 2: Select County: MIDDLESEX - 2006 (dropdown). Step 3: Select District: OLD BRIDGE TOWNSHIP (dropdown). Step 4: Select Search Format: Simple Search (dropdown). Step 5: Select Output Format: Single Line List Format (dropdown). Step 6: List Items Per Page: 50 (dropdown). Step 7: Select/Enter Search Criteria: This section is titled "Search Criteria" and includes input fields for "Location:", "Owner Name:", "Block:", "Lot:", and "Qualifier:". Step 8: Process Search: This section contains "Submit Search" and "Reset - New Search" buttons. The browser's status bar at the bottom shows "Done" and "Internet".

Click on Name, type in SMITH. The full name is not required. Click Submit Search.

**Search Results - Microsoft Internet Explorer**

Address: http://193.1.9.193/cgi-bin/inf.cgi

66 Records Found for District: 15 OLD BRIDGE TWP 08857 Page: 1

	Block	Lot	Qual	Location	Owner
<a href="#">More Info</a>	3236.12	22		9 OAKLAND CT.	SMITH, ALBERT & SILVIA
<a href="#">More Info</a>	3533.26	48		12-A MONTANA CT.	SMITH, ALICE
<a href="#">More Info</a>	15528	275		45 GRACE DR.	SMITH, ANGELA
<a href="#">More Info</a>	4	103		103 SHORELAND CIR	SMITH, ANITA
<a href="#">More Info</a>	3521.11	35		62-A HAVEN DR.	SMITH, ANNIE
<a href="#">More Info</a>	1080	134.11		134 HILLTOP BLVD.	SMITH, ARLYNN
<a href="#">More Info</a>	13003.13	4		7 ERIN LN.	SMITH, BERNADETTE
<a href="#">More Info</a>	11	375		375 SHORELAND CIR.	SMITH, BRENT & ANNA MARIE
<a href="#">More Info</a>	5000.25	39		32 PURDUE RD.	SMITH, CARA
<a href="#">More Info</a>	18049	16		18 WOODCREST DR.	SMITH, CATHY
<a href="#">More Info</a>	25100	16		26 EISENHOWER DR	SMITH, CHARLES & JODI
<a href="#">More Info</a>	18050	2		127 SOUTHWOOD DR.	SMITH, CHARLES & LOIS
<a href="#">More Info</a>	4000.17	21		9 DIANA CT.	SMITH, DAVID
<a href="#">More Info</a>	1085	19		20 MIDDLESEX BLVD.	SMITH, DONALD & BARBARA
<a href="#">More Info</a>	1	61		8-A SEAGLADE CIR.	SMITH, EDWARD & KLEIN, FRANK
<a href="#">More Info</a>	1	63		8 SEAGLADE CIR.	SMITH, EDWARD & KLEIN, FRANK

Click More Info

**Property Detail - Microsoft Internet Explorer**

Address: http://193.1.9.193/cgi-bin/m4sr.cgi?srch\_type=1&ms\_user=mod4&district=121562

Block: 1	Prop Loc: 8-A SEAGLADE CIR.	Owner: SMITH, EDWARD & KLEIN, FRANK	Square Ft: 8000
Lot: 61	District: 15 OLD BRIDGE TWP 08857	Street: 8-A SEAGLADE CIR.	Year Built: 1977
Qual: 2	Class: 2	City State: CLIFFWOOD BEACH, N.J.	Zip: 07735 Bldg: 3

**Additional Information**


Prior Block:	Acct Num: 00060000	Addl Lots:	EPL Code: 00 00 000
Prior Lot:	Mtg Acct:	Land Desc: 60X100	Statute:
Prior Qual:	Bank Code: 00000	Bldg Desc: 1SF 1F	Initial: 000000 Further: 00000
Updated: 07/07/06	Tax Codes: F01	Class4Cd:	Desc:
Zone: R6ER	Map Page: 1.23	Acreeage: 0.000	Taxes: (71): 0.00 (72): 2002 (73): 0.00 (74): 572.

**Sale Information**

Sale Date: 04/06/00	Book: 4781	Page: 217	Price: 170000	NU#: 0.00	Ratio: 0.00
---------------------	------------	-----------	---------------	-----------	-------------

**TAX-LIST-HISTORY**

Year	Owner Information	Land/Imp/Tot	Exemption	Assessed
2006	SMITH, EDWARD & KLEIN, FRANK 8-A SEAGLADE CIR. CLIFFWOOD BEACH, N.J. 07735	50800 70100 120900	0	120900
2005	SMITH, EDWARD & KLEIN, FRANK 8-A SEAGLADE CIR. CLIFFWOOD BEACH, N.J. 07735	50800 70100 120900	0	120900
2004	SMITH, EDWARD & KLEIN, FRANK 2088 FLORENCE AVE. HAZLET, N.J. 07730	50800 70100 120900	0	120900



## Advanced Search

**NJ Tax Records Search - Microsoft Internet Explorer**

File Edit View Favorites Tools Help Address [http://193.1.9.193/cgi-bin/prc6.cgi?&ms\\_user=mo](http://193.1.9.193/cgi-bin/prc6.cgi?&ms_user=mo) Go

Back Forward Stop Home Search Favorites Refresh Print Stop

**Searches may be Combined**

Street Addr:

City:

Class:   
  
 **Hold down 'CTRL' key while Selecting Class to Select more than 1**

Sale Date:  Date Range From:  To:

Class 4 Type:

Zone:

Book:  Page:

**To find an exact match leave the 'To:' Column at 0**

	From	To
Year Built	<input type="text" value="0"/>	<input type="text" value="0"/>
Sq FT Size	<input type="text" value="0"/>	<input type="text" value="0"/>
Land:	<input type="text" value="0"/>	<input type="text" value="0"/>
Impr:	<input type="text" value="0"/>	<input type="text" value="0"/>
Net:	<input type="text" value="0"/>	<input type="text" value="0"/>
Sale Price:	<input type="text" value="0"/>	<input type="text" value="0"/>

Done Internet

## Output Format - Excel

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - 1215mod4190148.csv". The spreadsheet contains the following data:

	A	B	C	D	E	F	G
1	Municipality	Block	Lot	Qual	Property Location	Property Class	Owner's Name
2	15 OLD BRIDGE TWP	08857	3230	15	QFARM GORDON RD.	3B	J & D DEVELOPMENT C
3	15 OLD BRIDGE TWP	08857	3231	5.14	QFARM MORRISTOWN RD.	3B	HAMPTON COURT LLC C
4	15 OLD BRIDGE TWP	08857	5000	4	QFARM HWY.9	3B	BRUNETTI, JOHN
5	15 OLD BRIDGE TWP	08857	5000	18	QFARM POOR FARM RD.	3B	BRUNETTI, JOHN
6	15 OLD BRIDGE TWP	08857	5000	23	QFARM HWY.9	3B	BRUNETTI, JOHN
7	15 OLD BRIDGE TWP	08857	5000	26	QFARM CHEESEQUAKE RD.	3B	BRUNETTI, JOHN
8	15 OLD BRIDGE TWP	08857	5001	12.11	QFARM WATER WORKS RD.	3B	MANZO HOLDINGS % L.A
9	15 OLD BRIDGE TWP	08857	5001	12.12	QFARM WATER WORKS RD.	3B	BRUNETTI, JOHN
10	15 OLD BRIDGE TWP	08857	5001	13.13	QFARM CHEESEQUAKE RD.	3B	MANZO OLD BRIDGE PR
11	15 OLD BRIDGE TWP	08857	5001	13.14	QFARM CHEESEQUAKE RD.	3B	MANZO OLD BRIDGE PR
12	15 OLD BRIDGE TWP	08857	5001	13.15	QFARM CHEESEQUAKE RD.	3B	MANZO OLD BRIDGE PR
13	15 OLD BRIDGE TWP	08857	5001	13.16	QFARM CHEESEQUAKE RD.	3B	MANZO OLD BRIDGE PR
14	15 OLD BRIDGE TWP	08857	5001	13.17	QFARM CHEESEQUAKE RD.	3B	MANZO OLD BRIDGE PR
15	15 OLD BRIDGE TWP	08857	5001	14	QFARM WATER WORKS RD.	3B	WHARTON IMPROVEME
16	15 OLD BRIDGE TWP	08857	5001	16	QFARM CHEESEQUAKE RD.	3B	BRUNETTI, JOHN
17	15 OLD BRIDGE TWP	08857	6302	9	QFARM PERRINE RD.	3B	BRUNETTI, JOHN
18	15 OLD BRIDGE TWP	08857	6303	3.11	QFARM RIUNYON RD.	3B	BRUNETTI, JOHN



# PRC

Displays the following:

**Block:** 3236.12 **Land Desc:** 150X143 **Owners Name:** DOPLO, JOSEPH & KELLIE **Land:** 66,500 **Exemption:** **Net Taxable Value:**  
**Lot:** 16 **Bldg Desc:** 2SFV 1F **Street Address:** 14 OAKLAND CT. **City & State:** MATAWAN, N.J. **Zip:** 07747 **Bank:** 00660 **Impr:** 120,600 **Code:** **Value:** 187,100  
**Qual:** **Add Lots:** **Property Loc:** 14 OAKLAND CT. **Zone:** R20 **Map:** 3 11 **DLD BRIDGE TWP**  
**Card:** M (1 of 1) **Acres:** 0.000 **Class:** 2

SALES HISTORY				ASSESSMENT HISTORY			BUILDING PERMITS/REMARKS				
Grantor	Date	Book/Page	Price	Year	Land	Impr	Total	Date	Work Description	Amount	Compl.
	04/28/97	4411 / 99	180000	2005	66500	120600	187100				
				2009	66500	120600	187100				

**LAND CALCULATIONS**

Pr	Rr	SB	IF	Av	Tabl	Eq	Rate	Site	Cond	Value

**NET ADJ:** 100.00 **SF:** 0 **Auto:** Y **Land Value:** 66,500

**BUILDING SKETCH**

**ROOM COUNT**

	B	1	2	3/A	Tot
Living Rm	0	1	0	0	1
Dining Rm	0	1	0	0	1
Kitchen	0	1	0	0	1
Bathrm	0	3	0	0	3
Bed Room	0	4	0	0	4
Rec Room	0	1	0	0	1
Den/Off	0	0	0	0	0

**Base Cost:** 51890 **CCF:** 250 **CLA:** 100 **Cost New:** 129725  
**Phys Depr:** 7.00 (H) **Func Depr:** **Net Depr:** 93.00  
**Eco Depr:** **Mkt+:** **Mkt-:** **Bldg Value:** 120644

**Detached Items/Notes:** 0129728 0120647 0051891 0000000 0

**Old B:** **Land:** 66,500 **Impr:** 120,600 **Total:** 187,100  
**Old Lt:** 11/08/06

# PDF

Displays reports in Adobe that can be printed and/or sent via email:

## Appendix

### Fast Command Line

All the data entry screens display the following on the first two lines of the computer terminal:

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

These are commands which make the program do its work. They are usually called "fast commands" because all you have to do to use them is to press the first letter of the command and it will execute. For example, if you want to Add a record all you have to do is press the letter A and you will see that the screen will change slightly and give you directions on how to add that record. This is the command that you will use to enter your information into the system.

#### ADDING A RECORD

To add a record, press the letter A for Add. The Cursor will then position at the first field on the data entry screen. Now add the information in at the first field and press <Enter>. The cursor will then position at the next field. Type the information and press <Enter>. Follow this procedure until the last field has been entered and then press <Enter>. After the last field has been entered, press the <ESC> key, and the record will then be added.

#### FINDING A RECORD (Query)

To find a particular record press the letter Q for Query. The cursor will then position at the first field on the screen. Now type the information in at the first field and press <Esc>. If any records exist, the first will be displayed on the screen and a message indicating how many the computer found. If you want to view all the records it found, press the letter N for Next. Each time you press N, the next record will appear. If you would like to go back a record, press the letter P for Previous.

#### REMOVING A RECORD

To remove a record you must first find the record. Follow the directions under the heading "FINDING A RECORD". Once the record has been found press the letter R for Remove. A message will then appear asking you if you are sure you want to go through with it. If you want to remove the record, press the letter Y for Yes. A message will then appear indicating that the record has been deleted.

## UPDATING A RECORD

To update a record you must first find the record. Follow the directions under the heading "FINDING A RECORD". Once the record has been found, press the letter U for Update. Now you can advance to any field you want by pressing <Enter>. Make your changes by typing over the old information with the new information. When all your changes have been made, press <Esc>. A message will appear indicating that the record has been changed.

## EXITING THE SCREEN

Whenever you want to leave the screen to go back to the menu, press the letter B for Bye. Make SURE you always go back to the menu before turning off the computer!

## ABORTING A COMMAND

Whenever you want to cancel a command, simply hold the <CTRL> key and press the <Backspace> key. You will then see a message indicating that the command has been aborted. This will not delete a record. This will return you to the "Fast Command Line". The <Del> key can also be used to abort.

## VIEWING THE NEXT SCREEN

If your data entry screen has two or more screens to it, you can view the other screen(s) by pressing the letter S for Screen. After you press the letter S the next screen will appear. If there are more screens you can keep pressing S. If the last screen is displayed and you press S, the first screen will be displayed again.

## Special Keys

The following keys will be useful when you are adding, or updating records:

<Ctrl> and <P> or <F3>	Ditto (Repeats Previous Information)
<Ctrl> and <B> or <F5>	Up a Line
<Ctrl> and <F> or <F6>	Down a Line
<Ctrl> and <D> or <F9>	Clears Field
<Ctrl> and <A> or <Ins>	Insert Mode On (Allows Insertion of a Letter or Character)
<Ctrl> and <X> or <Del>	Delete a Letter or Character
<Ctrl> and <W> or <F1>	Help Screen
<Ctrl> and <Backspace> or <F8>	Abort

## Help Screen

```
QUERY:  ESC executes.  DEL aborts.  CTRL C clears all.  CTRL W for help.
.
.
.
```

When the top line displays “CTRL W” for help, you can hold CTRL and Hit the letter “W” to display a help screen.

```
FIELD EDITING CONTROL KEYS:
CTRL X   :  Deletes a character
CTRL A   :  Toggles in and out of character insertion mode
CTRL D   :  Clears to the end of the field
backspace :  Backspace
right    :  Forward space
up       :  Traverse backwards through the fields
CTRL F   :  'Fast-forward' through the fields
CTRL B   :  'Fast-reverse' through the fields
CTRL C   :  Clears all fields in the current file (Query mode only)
CTRL P   :  Brings in most recent field value of the record
CTRL W   :  Display help message
CR       :  Next field
CTRL I   :  Next field
down     :  Next field
ESC      :  Entry Complete
DEL      :  Abort Command
```

Press RETURN to continue.

```
QUERY COMPARISON SYMBOLS:
<      Less than           <=     Less than or equal
>      Greater than        >=     Greater than or equal
=      Equal               <>     Not equal
>>     Last value (only for indexed fields, without other comparisons)
<<     First value (same conditions as last value)
:      Range (inclusive)
The colon for range comparison is typed between the desired range values
All other symbols are typed in front of the field value
An asterisk (*) is used for wild card comparison of character fields
A blank field means don't care
To match for a blank character field, use the equality symbol
```

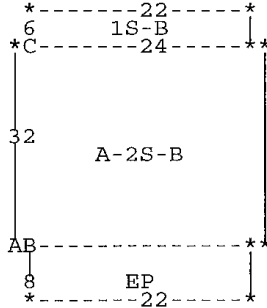
Press RETURN to continue.

## Sample PRC's

BLOCK: 1  
 LOT: 8.A  
 QUAL: M  
 BLDG: M

OWNERS NAME: BABIAK LUDWIG  
 STREET ADDR: 2 CREST ROAD  
 CITY/STATE/ZIP: NEW BRUNSWICK, N.J. 08901  
 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



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 :  
 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  
 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  
**Lot:** 8.A    **Bldg Desc:** 2SF-R    **Street Address:** 2 CREST ROAD  
**Qual:**    **Addl Lots:** NEW BRUNSWICK, N.J.    **City & State:**    **Bank:**    **Zip:** 08901  
**Card:** M (#1 of 1)    **Acresage:** 0.510    **Class:** 2    **Property Loc:** MAIN STREET    **Zone:** R01

**Land:** 75,100    **Exemption Code:**    **Net Taxable Value:** 124,300  
**Impr:** 49,200    **Value:** 0    **Map:** TMO4    **12 MILLSTONE BORO**

**SALES HISTORY**

Grantor	Date	Book/Page	Price	Nu#
	2003	75100	49200	124300
	2004	75100	49200	124300

**ASSESSMENT HISTORY**

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

**BUILDING PERMITS/REMARKS**

Date	Work Description	Amount	Compl.

**LAND CALCULATIONS**

Ftr	Rr	SB	T	FP	Avgd	Tabl	EqP	Rate	Site	Cond	Value	
					0.510	AC		10000	70000	100	100	75100

**LAND INFORMATION**

**Info By:** Utilities: ALL  
**Road:** Curbs: NO  
**Curbs:** Sidewalk: Measured:  
**Neigh Type/View:** Neigh: 04  
**Neigh:** VCS: 04  
**Listed:**

**BUILDING INFORMATION**

**Type and Use:** ONE FAMILY    **Class/Quality:** 18  
**Story Height:** TWO STORY W/ATT    **Liveable Area:** 1668 SF  
**Style:** COLONIAL    **Year Built/Eff Yr:** 1920 / 1965  
**Exterior Finish:** WOOD SIDNG    **Interior Finish:**  
**Roof Type:** GABLE    **Layout:** AVG.  
**Roof Material:** ASHP SHINGLE    **Int/Ext Cond:** AVG. / AVG.  
**Foundation:** BLOCK/CONC    **Electric:**  
**Att Gar:**    **Misc:**  
**Heat Source:** OIL  
**Floor Finish:**

**ROOM COUNT**

	B	1	2	3/A	Tot
Living Rm	1	0	0	0	1
Dining Rm	1	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
<b>Old B:</b>					10/12/04
<b>Old L:</b>					

**RESIDENTIAL COST APPROACH**

<b>Basement</b>	BASEMENT	900 X 3.150 + 700 X1.32 X1.00=	4666
<b>Main Bldg</b>	FIRST STORY	900 X 15.850 + 7244 X1.35 X1.00=	29037
	UPPER STORY	768 X 11.250 + 2175 X1.35 X1.00=	14660
<b>Heat/AC</b>	HOTWTR 88	1668 X 1.070 + 400 X1.15 X1.00=	2512
<b>Plumbing</b>	3FIX BATH	1- 1 X 855.000 + 0 X1.15 X1.00=	0
<b>Fireplace</b>			
<b>Attic</b>	UNF ATTIC	768 X 1.420 + 200 X1.16 X1.00=	1497
<b>Deck/Patio/Garage/Misc</b>	ENCL PORCH	176 X 8.940 + 355 X1.30 X1.00=	2507
	0054819		0

**Base Cost:** 54819    **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 0049214 0000000

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

**HOUSE APPEARS TO BE ABANDONED ...**

**Legend:**  
A: A-2S-B    cu32x24  
B: EP    F-1cd8r22  
C: 1S-B    U52r1cd6r22  
E:     
F:     
G:     
H:     
I:     
J:     
K:     
L:   

**M:**  
**N:**  
**O:**  
**P:**

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