



FY24/25 GUIDE TO ASSESSMENT VALUATION POLICIES AND PROCEDURES

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Calendar Overview, New Policies & Reminders

- The Administrative Inspection Survey began this year on March 21. The implementation of recommended changes will occur in July, post rollover, after Vision 8 opens for editing.
- Assessment district assignments for FY24/25 are effective July 1, 2023. Field Valuation has worked with SSAs who will provide those assignment. Stay informed of new releases of the BIS Report and desktop review (DTR) files from the Property Analytics Group. The BIS inventory remains the primary driver of physicals.
- Until DOB NOW is completed, assessors must know how to navigate BIS and DOB NOW.
- Virtual Inspections are still recommended under the appropriate circumstances. Please see the section on Virtual Inspection and MS Bookings below.
- The Real Property Income and Expense (RPIE) filing deadline this year was June 1, 2023. RPIE data will be available in PTS only, as per email directive from Assessment Technology.
- Valuation is scheduled to commence on September 5, 2023. Inventories of TC2 and TC4 parcels will be placed out on SharePoint. The inventories will identify parcels specifically assigned for assessor valuation and the order in which assessors are to value.
- As valuation commences, please remember to conduct DTRs via Cyclomedia and submit weekly sheets to the Property Analytics Unit.
- If the inclusion/exclusion of basement square footage leads to a change in Tax Class, please consult with Property Review and Assessment Defense (PRAD).
- When a physical change will lead to a change in Tax Class, post and save the Tax Class/Building Class change first before adding the physical. This will ensure that the physical alteration generates and change in assessed value at the correct assessment ratio.
- Condo Square footage may not be changed without an amendment or Certified Architect's report with a raised seal, even if the condo owner(s) file for an alteration on BIS.
- The condo section of the guide that pertains to loading has not yet been updated as the automation process is not complete. Loading of data for newly apportioned condominiums must be completed by the District Assessor.
- Reminder that Assessors may use the "Two out of Three" (see glossary) commercial basement test for multiple dwelling coops and other Tax Class 2 properties. See details in the Basement section of the Guide.
- Tax Class 2ABC GIMs are included in this Guide. Please check back for updates from Modeling for FY25, to be released during the valuation season.
- Please review new procedures for Condo RP Valuation (Condo Outdoor Parking). RP outdoor parking now includes improvement value.
- Modeling is currently working on guidelines for a separate SuBCAT for chronically vacant tax class 2 and 4 parcels. The SuBCAT will end in X and will be for parcels where the vacancy exceeds more than 35% for 2-years or more.

VISION 8

In July of 2022 Property began using Vision 8. Although there are many similarities between versions 6.5 and 8, there are some subtle differences that will impact our workflows. Please see the following bullets that provide some of the

- Alteration information moved from Depreciation Screen to Supplementary Screen
- There will no longer be an "edit mode" button. Users who have edit rights will have the ability to change data on the fields. The user can save the data using the save button or abandon the changes by selecting "no" when prompted to save changes.
- Abatement and Value Change screen has been separated into two screens.
- Exemptions information will no longer be entered in the Abatement screen. Exemptions have their own screen.
- Value Change screen would not trigger automatic posting when data is changed. The real-time push can be triggered under Utilities menu, using the "CAMA to PTS" action.
- Each user can build their panels and gadgets on their Vision screen. The setting will be saved based on their Vision login profile.
- New screens available in Vision 8 are Fire, Sketch, Building Notes, Subdivision History and Notice History. These can be used immediately if this is useful for the new valuation season.
- Report Wizard does not support native SQL (for security reasons). Select users that required advanced reporting were granted access to SQL Management Studio which supports native SQL connection to the Vision database.
- Sales verification and the change to Qualified / Unqualified will be done in a data entry field below the sales line.

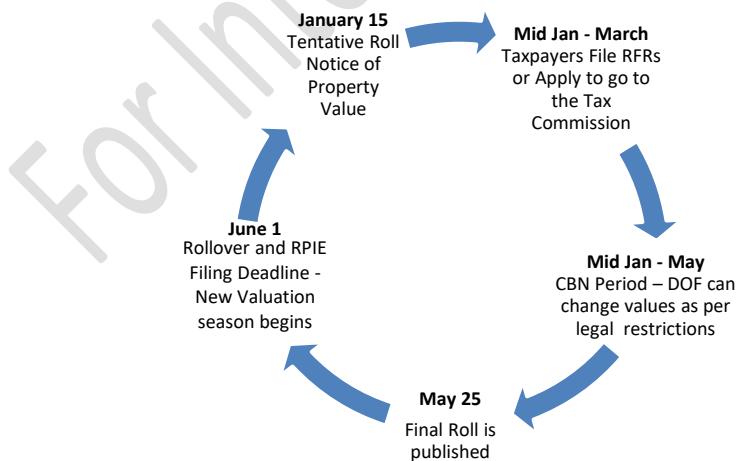
Assessment Roll Calendar

Please note that in any given valuation season, assessment staff may refer to the current roll year in different ways. Although the coming Fiscal Year FY23/24 commences July 1, 2023, since we are working on values this season that will be the basis for taxation in Fiscal Year 24/25, that is how Property refers to ongoing work (FY24/25 Assessment Roll season). For the Tentative Assessment Roll to be published in January of 2024, the following dates apply:

- **Assessment Roll Period:** June 2023 through May 2024
- **Valuation Year:** FY24/25 (Although the current Fiscal Year is FY23/24 beginning July 1, 2023, Property is working on the FY24/25 roll, the year in which taxes will be extended)
- **Vision Year:** 2024 (Applies to MV History and Income Summary Screens)
- **PTS Year:** 2025 (Aligns with Valuation Year – Not the same as Vision Year)
- **RPIE Year:** 2022 (last full accounting year available as of filing deadline June 1, 2023)

There are several important dates in every assessing authority. In New York City they include the following:

January 5th – January 15th	March 1st / March 15th	April 1st
➤ Valuation & Taxable Status Date 1/5	➤ Deadlines to file with the NYC Tax Commission	➤ Request for Review (RFR) deadline for TC4
➤ Tentative Roll Date 1/15		
Late January	March 15th	April 14th
➤ Notice of Property Value (NOPV) Outreach begins.	➤ Exemption and RFR (TC1) Filing Deadline	➤ Progress Day
Early February	March 15th	April 20th
➤ Increase Deadline for TC1, TC2 & 2ABC.	➤ Request for Review (RFR) deadline TC1 &2	➤ Increase Deadline for TC4
		May 25th
		➤ Final Roll



PROPERTY PROCEDURES OVERVIEW

Gross Square Footage/Gross Building Area

The Department of Finance uses Gross Square Footage (GSF), sometimes referred to as Gross Building Area (GBA), in its measurements of most buildings. GSF/GBA is defined as the sum of all usable and unusable areas on each floor of a building, measured from the outside of a building's walls, including common areas, building core and any other areas used for maintenance and operations. Some refer to this as the envelope of the building. Exceptions to the use of GBA include condominium units which are measured using net square footage and property types in which other units of measure are appropriate (e.g., tank farms – cubic gallons). Note that condominium suffixes and condominium mains use GBA.

Commercial basements are included in the square foot of commercial area when a basement meets two of the three following items:

1. Active (in use)
2. Finished (lighting, heating, etc.)
3. Publicly Accessible

Although initially intended for commercial properties, non-commercial or purely residential use of the space does not disqualify active basement space from being included in the GBA. As such, assessors may use the two out of three commercial basement tests for multiple dwelling cooperatives and other multiple dwelling Tax Class 2 properties.

Please note outside entrances to the basement, which are restricted to tenants, are not considered publicly accessible.

For RFRs and CERs, where the decrease in GBA is greater than 15%, new comparable rental parcels should be selected for valuation; 15% or less, the original comparable rental parcels can be used.

Current and Constructive Use vs. Legal Use

Assessors are to classify and value properties based on current and constructive use rather than legal use. This means that a property must be valued based on how it is currently being used, even if it has been zoned for another purpose or has a conflicting Certificate of Occupancy. For example, an assessor may inspect a property where the legal use on the Certificate of Occupancy states 2-family home but contains twelve separate rooms, each with its own locked entrance. In this case, the assessor must value the property based on its use as a multi-unit building even though that use may be illegal. Note that illegal use is to be reported to your supervisor and to the Director of Quality Assurance who will inform the Department of Buildings. Add a property note (USE) to document these instances.

Documentation

Photographs are required as part of documentation for a property such as physicals, use, Requests for Review (RFR), it is important to have photos that are contemporaneous with your notes as many Property valuation activities depend on specific dates in time. For example, an

assessor visits a property on January 3 just before Taxable Status Date. At the time of the inspection the property is new construction at 100% complete. An owner may disagree about the completion of construction, however, the notes and photos you take will be Property's primary source to defend our values published on the Assessment Roll.

Please note that Quality Assurance (QA) continues to track the proper completion of Income and Expense Notes and ensures photos are loaded within a reasonable time of inspection date. Additional details on notes and documentation provided in the Change Documentation, Property Notes section later in this guide.

Income Approach

Finance uses the income approach to estimate property value based on the rent an owner receives for their property; this approach is generally used for income producing properties such as retail stores, offices, and apartment buildings. Finance bases the income amount on owner-provided property information or comparable/market data. Where space is owner-occupied or vacant (and properly reported on the RPIE), income is automatically imputed, and expenses added where appropriate. Please be sure to review the accuracy of the reported vacancy and add back manually as necessary. Depending on the property type, Finance then divides the net operating income by an overall capitalization rate or multiplies the gross income by a gross income multiplier (ex: Tax Class 2ABC).

Cap Rate

The overall capitalization rate (Cap Rate) consists of the base cap rate developed by Modeling and the Effective Tax Rate (ETR) provided to Finance. Each Tax Class has its own property tax rate which is then multiplied by the Tax Class Assessment Ratio (or Level of Assessment), currently 45% for Tax Class 2 and Tax Class 4. Some refer to the Total Cap Rate as a "loaded" rate. The reason it is loaded with the ETR is that real estate taxes are not eligible expenses in valuation. That is to say, the Net Operating Income will not be lowered because of property taxes. It is important to remember that as the Cap Rate Increases, the Market Value decreases.

Gross Income Multiplier

The gross income multiplier is used to multiply gross income to obtain an estimate of value. This methodology has been used for smaller, predominantly residential TC2ABC properties for many years. GIMs, just like Cap Rates, are developed by Modeling and approved by senior management. Only authorized supervisors may adjust Gross Income Multipliers or Cap Rates for specific reasons. Please contact your supervisor with any questions about changing rates.

Income Building Categories (BCATs)

To ensure consistency in valuation, a Building Category (BCAT) is assigned to every Tax Class 2 and Tax Class 4 parcels (see SharePoint Guidelines tab for full BCAT listing). Each BCAT has its own guidelines consisting of a range of income, expense, and cap rate points. These tables are

also known as the VIGAM tables. BCATs should be appropriate for the classification and use of the property to which it is assigned.

For automatic income and expense add backs to function properly in Vision, each income line must have a BCAT associated with a SUBCAT, which stratifies the BCAT by size and/or borough. Assessment staff must ensure that the subareas (specific use types in the Building Size screen) capture the active square footage of properties they inspect.

Vision Income Approaches

Vision contains seven different income tabs on the income summary screen:

- Actual/Adjusted** – Most commonly used where there is an income and expense filing (RPIE/TCIE) for a Tax Class 2 or Tax Class 4 parcel. Every effort should be made to ensure that the IE filed is accurately reflected in VISION. In some cases, looking back to a prior year may be necessary to reconcile the new IE. Note: Do not use the reported income on a coop filing. If the RPIE is unusable ensure that the TCIE is considered, if available. If unavailable or unusable, please look back to the prior year(s) and consider the IE analysis for trending. If neither of these approaches can be implemented, a filer may be put on “Hold”.
Please create an I&E Property Note which contains the word “Hold” with an explanation detailing why the filing was insufficient and unusable.
 - Comparable Rent** – Income approach used for Tax Class 2 (including coops and condos) and Tax Class 4 parcels when there is no income/expense filing. Also, the primary income approach when an unusable RPIE is put on “hold” as described above.
 - VIGAM** – Value Income Generated Assessment Model. Alternative income method when RPIEs and Comps are not available. This method should be used on a very limited basis. Provides a median income, expense and cap rate based on guidelines and not specifically tailored to the subject property.
 - Import** – Specific property types may have modeled values loaded into the import tab.
 - Final Override** – Used to modify other income approaches. Also used during the Change by Notice (CBN) period. Override will take base data from the selected income method.

6. **Pre-CBN** – This is a view only tab – DO NOT modify any field or click on replace CBN snapshot without direct and prior authorization from your SSA.
7. **Market** – Used for selected TC2, TC2ABC, TC4 (office) new buildings and major alterations.

IMPORTANT NOTE ON COVID-19 VALUATION in FY22

As the Department of Finance will be responding for several years to the economic fallout created by the COVID-19 pandemic, the information below is meant to serve as a reminder of the changes made and new policies adopted during the FY22/23 season that staff need to keep in mind moving forward.

In FY22, leadership approved a plan that placed physicals as the primary focus of the Assessment Roll. Assessors were instructed to work on their physical inventory before getting to outlier income parcels. As a result, most income values were driven by global valuation approaches described below. Modeling utilized macroeconomic data such as the wage index, unemployment rate, absorption, and interest rates to identify co-movement in the residential and commercial real estate markets. There were significant income changes that were implemented by valuation methods such as GLV/MDL. Additionally, comp rent (Income Source R) was not activated last year as comp rent values from FY21 were COVID adjusted forward.

The global valuations implemented in FY22 by ID:

- FIE – Filed Income and Expense where there is a history of filings being accepted by assessors and the 2019 filing is in line with current year COVID guidelines. Actual tab in Vision contains the valuation details.
- GLV – Guideline Value where properties were valued in FY21 by income and that same income has been adjusted by COVID guidelines to current year. Import tab contains the valuation details. This will include many coops and condos that were valued by comp rent and those same comps, time and COVID-adjusted, are effectively being used again in FY22.
- MDL (Val Src I and C) – For MDL values with a Value Source of I, the Income Actual approach, similar to FIE above, was used. Essentially, the actual 2019 filing was accepted, and value stamped after current year COVID guidelines were applied. Actual tab in Vision contains the valuation details. For MDL values with a Value Source of C, a trend value was implemented based off the 90th percentile of change for the BCAT.

As most are aware, vacancy allowances were increased, base capitalization rates increased, and income guidelines trended down significantly. The following tables provide, at a summary level, the magnitude of those trends for FY22.

Tax Class 2 Income and Expense Trends by Property Types

Guidelines Category		Median Income Trend Factor	Median Expense Trend factor
Outerborough	Regulated Walk Up Buildings	-6.66%	1.22%
	Regulated Pre-73 Elevator buildings	-6.47%	1.17%
	Regulated Post-73 Elevator Buildings	-6.47%	1.17%
	Unregulated Walk Up Buildings	-5.66%	1.87%
	Unregulated Pre-73 Elevator Buildings	-6.87%	1.56%
	Unregulated Post-73 Elevator Buildings	-6.87%	1.56%
Manhattan	Regulated Walk Up Buildings	-5.75%	1.63%
	Regulated Pre-73 Elevator buildings	-8.32%	1.78%
	Regulated Post-73 Elevator Buildings	-8.32%	1.78%
	Unregulated Walk Up Buildings	-3.77%	1.93%
	Unregulated Pre-73 Elevator Buildings	-6.17%	1.89%
	Unregulated Post-73 Elevator Buildings	-6.17%	1.89%

Tax Class 4 Income and Expense Trends by Property Types

Guidelines Category	Median Income Trend Factor	Expense Trend Factor
Citywide Garages	-20.23%	2.32%
Factories/Warehouses/Storage		
• Manhattan	-16.43%	1.43%
• Bronx	-15.09%	3.15%
• Brooklyn	-15.46%	2.18%
• Queens	-15.65%	2.99%
• Staten Island	-14.72%	3.89%
Retail		
• Manhattan South of 125th St. and Downtown Brooklyn	-24.84%	2.19%
• Manhattan North of 125th St.	-17.08%	2.28%
• Bronx	-17.69%	1.67%
• Brooklyn (Exclude Downtown Brooklyn)	-17.58%	2.65%
• Queens	-18.24%	2.22%
• Staten Island	-16.01%	2.84%
Office		
• Manhattan Class A/B/T and Downtown Brooklyn Office Class A	-14.96%	2.30%
• Manhattan Non Class A/B/T South of 110th St.	-18.00%	2.51%
• Manhattan Non Class A/B/T North of 110th St.	-19.58%	1.18%
• Bronx	-15.44%	1.42%
• Brooklyn (Exclude Downtown Brooklyn Class A)	-17.08%	2.16%
• Queens	-15.88%	2.26%
• Staten Island	-11.41%	2.28%

COVID-19 Impact on Tax Class 2

- The total market value fell to \$320 billion in FY22, decreasing by \$27.6 billion, or 8 percent. Market forces caused a decline of \$32.2 billion, but the decline was partially offset by increases attributable to new construction and physical improvement.
- The total assessed value decreased by 0.4 percent, to \$102.1 billion. Brooklyn experienced the least market value percent decline for Class 2, at 5.2 percent, and the largest taxable billable assessed value percent increase at 3.2 percent.
- Class 2 rentals saw a market value decline of 9.8 percent. Class 2 cooperatives and condominiums saw a market value decrease of 10.2 percent and 7.6 percent, respectively.
- The total assessed value decreased by 2 percent for Class 2 rental apartments. Brooklyn had the least market value decrease at 5.6 percent and largest taxable billable assessed value increase at 2.3 percent for rental apartments.

COVID-19 Impact on Tax Class 4

- The total market value decreased by 15.7 percent citywide to \$274.6 billion. The decline is mainly attributed to market forces, which accounted for a decrease of \$58 billion. Staten Island had the least percent decline in market value, at 8.7 percent.
- Total assessed values fell by 9.6 percent, to \$116.8 billion. Commercial properties in the Bronx saw the least decline in assessed value, at 0.2 percent.
- Office buildings experienced a decline of 15.6 percent in market value. Retail buildings and hotels registered a market value decline of 21.1 percent and 22.4 percent, respectively.
- Total assessed value for office buildings fell by 9.8 percent. Citywide retail buildings saw a 13.2 percent decline in taxable billable assessed value. The Bronx had the least decline in assessed value at 9.6 percent for retail buildings. Citywide assessed value for hotel buildings fell by 19.2 percent.

GENERAL VALUATION PROCESSES

Income and expense are the two most important factors the Department of Finance uses for valuing residential and commercial properties. **Income is defined as the annual dollar amount a property has generated through rent.** Rent includes income from conventional rental units as well as ancillary or supplemental income from sources such as billboards, cell towers, and sale of utility services or laundry rooms located on the property.

Expenses are the annual costs an owner incurs by maintaining and operating a property. On the Real Property Income and Expense (RPIE) form or the Tax Commission Income and Expense (TCIE) form, property owners may identify items as operating expenses, **but not all these expenses are considered operating expenses allowable for property tax assessment valuation.**

Since the RPIE is an electronic filing, the system only captures eligible expenses. The TCIE is a paper filing that is keypunched by a vendor. As such, expenses that are ineligible or are improperly categorized may be included in TCIE miscellaneous expenses. Refer to the RPIE instructions on Expenses which lists correctly categorized and ineligible expenses.

Note: Short form RPIE does not allow specific miscellaneous expenses – these are group in the expense category – “other expenses”.

Income Approach for Tax Class 2 and Tax Class 4

A parcel’s value will be determined based on its income and expense filing and/or comparable properties. Assessors must review the historical record of income and expense to observe yearly fluctuations. With this information, assessors will determine whether income and expenses as filed are useable or whether adjustments are warranted. **Note that even when income and expenses are outside of historical norms, they may be acceptable.** If not acceptable, adjustments can be made. An I&E (Income and Expense) property note is required whenever income and expenses are adjusted by the assessor. A note is also required in cases where income and expense are accepted but outside of historical norms.

Tax Classes 2 and 4

Property Owners are required to submit income and expense information on the Real Property Income and Expense (RPIE) or Tax Commission Income and Expense (TCIE) forms. Both Income and Expense forms provide a range of property-specific income and expense information necessary for valuing many Tax Class 2 and Tax Class 4 properties. Note that multiple RPIEs may be filed for a property. When valuing parcels, deference is given to the filing. An Income and Expense filing may be at the high or low end of the range of the guidelines for the BCAT, however, **this does not necessarily mean it is wrong.**

Unless otherwise directed, always value I & E filer properties prior to non-filer properties. This is necessary to populate the comp rent system in Vision. Once eighty percent of all filer properties have been valued by all assessors, the comp rent system in Vision will be run by category. Field Valuation Leadership will inform staff when this occurs.

RPIE short form version is available to qualifying filers

Properties with less than \$250K assessed value, save for hotels, qualify to file the new short-form. The short form RPIE, unlike the legacy version has only four inputs for income:

1. commercial
2. residential
3. cell site
4. billboard

And two for expenses: 1) Utilities, 2) Other.

Filers electing to fill out a short form will impact what you see in Vision:

1. "S" Data Source type in the *Income Summary screen (this would be an "R" if the long form would have been filed)*

Account Data			
Tax Class	4	Filing Status	Reg/Unreg
Building Class	K4	Predominant	Retail w
Data Time Period	1/1/2020	to	12/31/2020
Data Status	1	Data Source	S
TC Action			0
Cost Val	\$475,000		
Land Val	\$222,000	\$/SF	174.67
Inc Bldg Val	\$299,000	\$/GSF	117.95
Projected Tax	\$25,227	Tax per GSF	9.95
Sale Date		Sale Price	\$0
			Valid

2. Income will aggregate to the four income sources listed above (where applicable) and will no longer be broken out by individual BCAT source.
3. Expenses will consolidate to utilities or other; noticeable expenses not broken out: lease and termination fee, management and administrative.

Additionally, the short form will affect VIGAM/guidelines selection:

BCAT and SubCAT are determined by the BCAT/SubCAT of the largest subarea in the parcel (partitioned by residential and commercial); specifically, SubCATs, which in some cases are determined by size of subarea, will be selected only by the size of the specific and largest subarea (not the cumulative size of all the subareas)

Short Form Impacts to Vacancy and Owner Occupancy

- Max vacancy allowable is determined on the BCAT at the commercial and residential level instead of at the line item as it does for filers of the long RPIE form; this means vacancy add backs will accrue at the rate of the BCAT/SubCAT of predominant use for that income category type (e.g., residential, or commercial)

Notice how the below building (1/522/1) has multiple subareas:

Building Size											
Alt Unit Of Measure	378444	CF: Cubic Feet	Bldg Res Units	0	Commercial Units	1	Owner Occupied Sqf	0			
Bldg Id Number			Bldg Res SF	0	Bldg Com SF	122200	Ttl Bldg SF	122200			
Total Stories in all sections	6		Bldg Frontage	76	Bldg Depth	196	Bldg Perimeter	544			
			Prc Res Units	0	Prc Comm Units	1	Prc Ttl Rescomm Units	1			
			Prc Res Sqft	0	Prc Comm Sqft	122200	Prc Ttl Rescomm Sqft	122200			
Building Area Summary											
Sect Num	Subarea	Description	Gross Area	Income Units	Unit Type	Unit Type Desc	Units	Living Area	Effective Area		
► 1	GAR	Garage	29750	0	0	29750	29750				
► 1	OFF	Office	56100	0	0	56100	56100				
► 1	RET	Retail	36350	0	0	36350	36350				
► 1	SBD	Sign Billboard	1561	3	U	3	0	0			

BCAT and SubCAT will be determined for each of the subareas (except for billboard because there are no BCATs for billboards).

Parcel Information																																																																																																					
BBL:	1/ 522/ 1/ /	Account Number:	100520001	Use Code:	B02C	Living Area:	122,200	\$sf/ Liv/Gba:	10																																																																																												
Bldg Class:	O5	Owner's Name:	OWNER NAME	Tax Class:	4	Year Built:	2004																																																																																														
Vision PID:	24389	Location:	610 BROADWAY	Market Value:	\$13,071,000	Total Land Units:	13,005 sqft	Work In Progress:	0																																																																																												
Bldg Cat:	Q009	Bldg Sub Cat:	1	GBA:	122200 SF	Unit:	3	Avg Unit Sz:	40733	Income Approach:	A: Actual																																																																																										
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604	OFFICE	Q009: MIDTOWN SOUT	1	56,100	0	6,275,222		111.86	0 Y	6,498,557	3.5600	115.84																																																																																									
605	RETAIL	K311: LG RET/SO 125FT+	M	36,350	0	6,031,336		165.92	0 Y	6,031,336	0.0000	165.92																																																																																									
610	GARAGE/ PARKING	G030: G1,G2 : UP TO 34	1	29,750	0	536,644		18.04	0 Y	531,551	-0.9500	17.87																																																																																									

With the filing of a short form, all income will aggregate to the general commercial category and billboard. Notice how BCAT/SubCAT is not populated at the line item on the Short Form.

Explaining the Income Grid

Keep in mind the limitations of the short form; distinction between long and short is noted throughout this section. The income grid contains the line items for parcels that filed an RPIE (if TCIE is filed the calculated fields will be blank):

- Line item associated BCAT – each revenue stream classified by a BCAT, determined by sq. ft., office space rating (if appropriate), and location; short form will make use of one residential BCAT and one commercial BCAT selected by the criteria stated above.
- Line item associated SubCAT – each revenue stream further classified based on gross sq. ft., retail sq. ft. if present; short form filings will be categorized differently as stated above.

3. Rep Vacancy – RPIE filed vacancy rate as a percentage of GSF by use type; rate and vacancy area determined differently for short form filers as stated above.
4. Rep owner Occupancy – RPIE filed owner occupancy as a percentage; rate and owner occupancy area determined differently for short form filers as stated above.
5. Vacancy percentage override by assessor
6. Owner occupied percentage override by assessor.
7. Add back \$/sf override checkbox – used to force the calc engine to utilize user inputted \$/sf add-back rate (rate is applied to excess vacancy and owner occupancy)
8. Add back \$/sf – both owner-occupied and vacancy
9. Total \$ add back – total dollars added back

Amortization of leasing commissions and amortization of tenant improvements are separated into independent rows and are capped by the system:

711	AMORTIZE L & T COST	3,915,649	1.73	2.45%	Y	4,006,179	1.77	2.44%	AMORTIZE LEASE COM
712		16,114,308	7.11	10.10%	Y	16,486,871	7.27	10.02%	AMORTIZE TI COST

FY23 LEASING COMMISSION AND TENANT IMPROVEMENT GUIDELINES WILL BE PROVIDED OVER THE SUMMER

Income Approaches

RPIE and/or TCIE filers

Actual/Adjusted Income Approach: Where a parcel files both an RPIE and TCIE, the RPIE information will take precedence and be loaded to Vision. You can determine which I & E is loaded into Vision by looking at the Data Source field on either the Act/Adj or Income Summary screens (T = TCIE, R = Long Form RPIE, S = Short Form RPIE). The long form takes precedence over the short. Assessors should consider TCIE filings when one is filed in addition to the RPIE. Indication of an RPIE filer:

Account Data			
Tax Class	4	Filing Status	Reg/Unreg
Building Class	04	Office w/wo Comm	>=2
Data Time Period	1/1/2020	to	12/31/2020
Data Status	2	Data Source	R
TC Action	900	C	0
Cost Val	\$680,206,000		
Land Val	\$171,001,000	\$/SF	857.81
Inc Bldg Val	\$481,705,000	\$/GSF	212.40
Projected Tax	\$31,590,982	Tax per GSF	13.93
Sale Date		Sale Price	\$0
			Valid

As part of the load process of I & E data into Vision, certain adjustments are automatically inserted into the adjusted income and expense columns. These adjustments may include:

- Trending of income and expense to January 2024

- Partial year *filing* adjustments (annualizing a partial year filing)
- Reduction of lease termination income to 10% of the submitted figure (not short form)
- Line-item expense adjustments based on guidelines.
- Maximum expense ratios (overall expense to adjusted gross income)
- Amortization of certain expenses (Note: this is not done for short form filings)
- Reserves for Replacement based on guideline add back amounts.

Where such adjustments have not been automatically processed, you will be responsible for such adjustments. Specifically, TCIE filings require you to adjust miscellaneous income and expense lines, owner occupancy, impute vacancy add-back and add in associated expenses. Final lease termination income must be adjusted to 10% of filed lease termination income and ineligible miscellaneous expenses removed. Whenever you make such adjustments, ensure I&E Property Notes include the explanation for such changes.

Short form does not have lease termination and miscellaneous exp. Expenses for vacancy add back are treated the exact same way as with the long form.

Vision Background Processes and Other Automated Adjustments

1. Vision will automatically divide the net operating income (NOI) by the appropriate cap rate to generate a market value.
2. Vision rounds all values to the nearest \$1,000 for each valuation segment: land, improvement, outbuildings, and extra features. If you wish to value less than \$1,000 for a segment you must use the override feature for that value.
3. Although there is a requirement that RPIEs are filed by June 1st some filers miss this deadline. For any late filers that have not been immediately entered into Vision, a second RPIE load will be performed (typically in September). You will be required to ensure that the valuation rules outlined in this document are applied to late filers.
4. Be aware that the accounting period entered in the actual/adjusted screen must follow a month/year format. Errors from the forms should be identified and corrected.
5. The filing status field will reflect whether there is a consolidated income and expense. This can be found on the Income Screens in Vision as shown below. A "Y" in the field indicates a consolidated filing, blank means it is not consolidated. Where a filing is consolidated, the I&E information on the website will reflect the percentage of the I&E allocated to each property by the owner. Assessors are not required to use that allocation but may adjust to an allocation that is more appropriate.

Summary		GBA: 66532	SF	# Cost Units
Tax Class:	4	Filing Status:	Y	
Building Class:	09	Offbldg Misc		
Building Category:	0032	1		
Data Time Period:	4/1/2010	to	3/31/2011	
Data Status:	4	Data Source:	R	<input type="button" value="Toggle Rates"/>
TC Action:		0		
Cost Val:	\$4,632,000			
Land Val:	\$950,000	\$/SF:	113.00	
Inc Bldg Val:	-\$19,000	\$/ GSF:	.00	
Projected Tax:	\$42,514	Tax per GSF:	0.64	
Sale Date:	4/30/1976	Sale Price:	\$305,000	Valid: U

6. Some BBLs have multiple RPIE filings, the RPIE status file viewable on PTS Smart File. The page provides number of filings, best filing as selected by their algorithm, among other information to consider. **Remember always to look at the income history of a property when valuing as income is often relatively stable from year to year.**

Sometimes the true best filing may not have been loaded.

7. Reserve for Replacement per square foot will be added:
 - Commercial Excluding Warehouse and Factory \$0.25 per sq. ft.
 - Warehouse & Factory \$0.15 per sq. ft.
 - Residential \$350 per unit

Potential Triggers for Income & Expense Adjustments

1. Ensure filed income is updated to current calendar year by using the percentage updates provided in the Guidelines. If not done automatically, Tax Class 2 and 4 trends are

provided in the Guidelines section of SharePoint. Likewise, adjust for partial year income and expense statements. **Be aware of any significant differences from prior years' statements**, particularly the incorrect identification or erroneous annualizing of partial year income.

2. Evaluate situations where filing changed from long form to short form. Income and Expense should remain relatively stable in the absence of significant use, lease, vacancy, and owner occupancy changes.
3. Lease type is automatically assigned at the offset of the valuation season based on questions on the RPIE form. This does not suggest, however, that assessors should take the filing at face value. It is common that while the section of the RPIE related to Net Lease indicates a potential NNN lease type, that the income and expenses filed are inconsistent with that lease type. **It is the responsibility of the assessor to analyze these situations and properly adjust this field where necessary. If you have questions consult with your supervisor or Assessment Review.**
4. Adjustments to income and its effect on expenses due to vacancies and owner occupancy are done systematically in Vision (see the Income Adjustment section). This is only the case when:
 - a. Filer reports Owner Occupancy and/or Vacancy on the RPIE
 - b. Subarea Square Footage for the Vacancy Use exists.
 - c. Line Item BCATs exist for the specific vacancy use reported.

If being done manually, remember to add back all income without any associated expense for all reported owner occupancy; add back income for the reported vacancy amount that is above the maximum allowed vacancy, and impute the associated expenses of that vacancy portion.

Note: Short Form works the same way as long form. There will be a dedicated line item in the income and expense tables capturing the appropriate add back.

5. Filed income and expense information should represent the use of the property as confirmed by field inspections. If an inconsistency exists between what is observed in the field and what is filed, adjust use, income and expense based on the guidelines for that BCAT.
6. If you observe a cell site or a billboard on a property and the owner does not report the income, add missing income, and update the Building Size screen with descriptive information. NOTE: Exclude billboard and cell tower income when determining which income line to use and when calculating the percentage of AGI.
7. If not already done, adjust the total expense ratio so that it does not exceed expense ratio found in the guidelines. Likewise, ensure that it meets the minimum expense ratio. It is important to read Property Notes however if, under certain circumstances, an assessor or supervisor had to go outside of the guidelines in the past. There are cases when doing so is appropriate. Proper documentation is required for such actions.

8. Explain adjustments to income, expense, cap rate, or expense ratio using an I & E property note type in Vision. Your explanation **should clearly state why** you made any adjustments, and if you recommended an adjustment to the cap rate or expense ratio to your SSA, outline the process you used to arrive at the new figures.

Reminder: the 'Base Cap Rate' on the 'Value Summary' screen can only be overridden by SSAs and, as the need arises, supervisors or designated experienced assessors. You will need to substantiate the change. Note that cap rate and expense ratios have been developed using accepted statistical techniques and should be overridden in only the most limited circumstances. As always, support your reasons with I & E property notes.

9. When valuing both Tax Class 2 and Tax Class 4 properties that have filed income, you will notice that expense line items have been trended and management expense has been set to a minimum of 2.5% of AGI. This does not apply to Short Form.
10. When reviewing miscellaneous expenses from a property's TCIE filing, remove any ineligible listed expenses. Note: This does not apply to Short Form RPIE.
11. For each BCAT/SubCAT, an expense maximum psf (per square foot) exists corresponding to an income range. Where the expense ratio exceeds the maximum, bring the ratio to the maximum by adjusting TCIE miscellaneous expenses. If the property is still above the maximum expense ratio, reduce the ratio to the maximum via the override expense ratio. If after adjustment the overall expense ratio is below the minimum (specified use types have minimum expense ratios as indicated in the guidelines) adjust the OER via the override expense ratio accordingly. Please note that in cases where the parcel is valued as a NNN the overall expense ratio would, in many cases, be correctly below the minimum.

Override Expense Ratio

It is sometimes necessary to ensure that overall adjusted expenses are not out of line with market and/or guideline expense minimums and maximums. To implement an override expense ratio, go to the expense tab of the actual adjusted screen.

With edit mode on, click on “Enable Override” which will then open the adjacent Override Value field. In this field enter the desired overall expense ratio in whole numbers without a percent sign and then tab over or click on any field to activate the percentage.

Income	Expenses	Notes	Add I&E Note								
Add	Exp Code	Expense Type		Actual Expenses	\$/GSF	Exp Ratio	Adj Flag	Adjusted Expenses	Adj \$/GSF	Adj Exp Ratio	Notes
	701	FUEL EXPENSE		331,388	0.16	0.26%	Y	339,050	0.16	0.27%	
	702	LIGHT/POWER		6,782,439	3.25	5.28%	Y	6,939,249	3.33	5.45%	
	703	CLEAN EXPENSE		5,902,901	2.83	4.59%	Y	6,039,376	2.90	4.75%	
	704	WAGES/PAYROLL		4,498,577	2.16	3.50%	Y	4,602,584	2.21	3.62%	
	705	REPAIR/MX		21,192,597	10.17	16.50%	Y	21,682,570	10.40	17.04%	
	706	MNGMT/ADMIN		6,210,461	2.98	4.83%	Y	6,354,047	3.05	4.99%	
	707	INSURANCE		1,491,809	0.72	1.16%	Y	1,526,300	0.73	1.20%	
	708	WATER/SEWER		2,886,471	1.39	2.25%	Y	2,953,206	1.42	2.32%	
	709	ADVERTISING		323,686	0.16	0.25%	Y	331,170	0.16	0.26%	
	711	AMORTIZE L & T COST		12,986,059	6.23	10.11%	Y	11,754,206	5.64	9.24%	
	712			1,834,948	0.88	1.43%	Y	1,877,372	0.90	1.48%	AMORTIZE TI COST
	713			0	0.00	0.00%	Y	521,020	0.25	0.41%	RESERVE FOR REPLACEMENT ALLOWANCE
Actual Expense		\$/GSF	Exp Ratio(%)	Adjusted Expense	Adj \$/GSF	Adj Exp Ratio(%)	Override Expense Ratio		Override Value		
		64,441,336	30.93	50.16	64,920,150	31.15			<input type="checkbox"/> Enable Override		
Add		Delete									

Where a property's overall expense per square foot is above the allowable expense maximum per square foot, set the override expense ratio to the maximum for that income band. Conversely, if the overall expense ratio per square foot is below the minimum, set the override expense ratio to the minimum for that income band. There are exceptions to these floors and ceilings. Look to historical valuation and Property Notes to review prior year decisions. Conduct additional research via DTR and online resources before taking action.

For both Tax Class 2 and Tax Class 4 properties, cases may be encountered in which the application of the above directions would be inappropriate and instead require more detailed analysis and action. An example would be a high-tech commercial building with elevated utility expenses. The utility expense is acceptable if the building uses exceptionally large amounts of electricity to power its servers and generators. Also, the utility expense may be offset by income from the sales of utility and services.

Another example is a residential property in which all tenants are individually metered and pay for their own utilities. The property would show significantly lower expenses than expected but may also show a somewhat lower income.

The above examples demonstrate that there are circumstances where the expense ratio of a property can exceed the maximum ratio for the BCAT/SubCAT. These properties should be reviewed with a supervisor and the rationale for the expense ratio documented with I&E notes.

NOTE: Exclude billboard and cell tower income when determining which income line to use and when calculating the percentage of AGI.

Additional Adjustments and Considerations when Valuing Properties

Vacancy on TCIEs

Vacancy is not auto-adjusted in Vision for TCIE filings – you will need to do this manually. The vacancy rate in a building for its BCAT/SubCat should not exceed the allowable rate provided in the guidelines. For example, if an office building in a given BCAT reports 12% vacancy, add back 4.5% (where income add back was not system-generated) to drop the vacancy level to the maximum allowable guideline vacancy of 7.5%.

Income Discrepancy

While reviewing IE statements, consider the following when analyzing income:

1. Compare reported income to the average income for buildings of similar type, age and the market asking rent as adjusted. For offices consider the efficiency ratio.
2. If below market, does it reflect an above average vacancy rate or very old leases? If the income is above average, does it reflect leases written when the market was higher or an above average occupancy rate?
3. Is the owner offering any concessions such as free rent and/or tenant improvements? Factor any concessions in your income computation deriving income from comparable properties and apply the highest expense ratio for that BCAT and income range. Also, pro-rate the cost of work letters over the lease term, as part of the operating expense.
4. Reported existing tenant improvement and leasing expense will be stated on separate lines on the income grid, as stated previously.
5. Free Rent – If a building offers some tenants free rent, income must be adjusted in cases where the average total income per sq ft of the entire building is below the Tenth percentile for its BCAT/SubCAT.

Example: The 10th percentile of rental income for a BCAT/SubCAT is \$50 psf. Building A which is in this BCAT/SubCAT, has income from 75% of the tenants in the building; the tenant for the remaining 25% has received free rent for the entire year. Based on the size of the building and its total income, the average rent is \$55 psf. There is no adjustment in Building A's income.

Building B is in the same BCAT/SubCAT, and has income from 75% of the building, and provides the remaining 25% with free rent for a year. Building B's income psf is \$45. In the assessment of Building B, DOF will globally impute income to bring the average income psf of this building to \$50. Percentiles for each BCAT/SubCAT is provided in the Guidelines.

Expenses

Unless the owner has overstated or neglected to file minimum expenses, use the owner-provided expense information to value the property. If the reported expenses are inaccurate, you may enter an override expense ratio into Vision as shown above. Allow a minimum management expense of 2.5% where appropriate on all long form Tax Class 2 and Tax Class 4 I&E filings. In almost all circumstances, expenses should not exceed or be below a certain percentage of total reported income.

Owner Occupancy and Vacancy

Vacancy and owner occupied add-backs were configured to automatically calculate on individual income lines. This automated add-back function will ONLY work when there is a BCAT/SubCAT entered on the line-item level.

Income	Expenses	Notes	Add I&E Note							
Inc Cd	Income Type	BCAT			SUB CAT	GSF	Units	Rep Vac	Rep OO	
604	OFFICE	O030: DOWNTOWN TROPHY BLDG.		▼ 1		1,734,387	0	2.000	0.000	
605	RETAIL	K411: X-LG RET/SO 125TH & DWNTN BKYN - RET SF>50000		▼ M		78,736	0	5.000	0.000	
609	STORAGE	I020: FACTORY & WAREHOUSE (EXCL E7)		▼ 1D			0	5.000	0.000	

All add backs to income, including owner occupied and vacancy, are summed on the "ADD Back" line item in the income statement portion of the top right of the Actual/Adj screen.

The footer on this same screen will indicate the total dollar add-back for vacancy and owner occupied in separate lines.

Actual Income	\$/GSF	MR/Unit	Adjusted Income	Adj \$/GSF	\$Adj MR/Unit	\$Add-Back Values
128,474,689	61.65	28,780	127,220,416	61.04	28,499	Vac 0
Residential Apartment Valuation By: the RES total (Code 601)						OO 0

Add-back values will be determined by BCAT/SubCAT combinations and nearest percentiles of income. Percentiles represent levels of rent with the default set by modeling.

If BCAT/SubCAT are missing from the table, you must insert one or the vacancy/owner occupancy calcs will not run and an error message will display; simply double click the cells to open the BCAT/SubCAT tables. If you need help picking BCAT/SubCAT consult the guidelines or ask a supervisor or SSA. Be aware of the short form limitations (sums up commercial income) and adhere to the proper BCAT/SubCAT selections.

To enter your own, add back value click the override check box on the far righthand side of the line item; calculate offline the \$/sf add-back value applicable to both owner occupancy and vacancy; insert the \$/sf in the correct line cell. Note: recalculating after this step will automatically adjust add-back expenses.

Owner Occupancy and Vacancy Expense Adjustments

CAMA will also add back expenses for parcels with vacancies greater than allowable for that BCAT/SubCAT. The amount of the add back is commensurate with the income level for that BCAT/SubCAT. This can be found on the VIGAM table.

Although adjustments will automatically be made, additional adjustments can be overridden in Edit mode.

- Reported owner occupied % and vacancy % fields can be overridden in edit mode - #5 and #6 from above list... In most cases, hitting "recalc" after entering a % for either vacancy or OO will impute the appropriate income and expense on the income and expense tables.

- Enter a different square footage on a line than what is shown (done in Building Size screen): In edit mode enter a sq footage in the “Building Size” screen. Press the “recalc” button to update the Actual Income grid.

Note: If a line item does not have an associated square footage on the row, the calculation will not take place.

- Add back commensurate expense to added income (only for cases of vacancy): Expenses are added back automatically after a recalculation; however, if you prefer to do this manually, add expenses for vacancy only over the allowance at the expense ratio for that income, BCAT, and SubCat found in the VIGAM table.

Expense ratio taken from VIGAM table:

	Final / Override	Pre CBN Value		
	Value	\$/GSF	MR/Unit	Src
GI	128,474,689	61.65	28,858	4
ADJ	-1254273	-0.60	-282	
ADD	0	0.00	0	4
AGI	127,220,416	61.04	28,576	
EXP	60,226,145	28.90	2,509,423	4
		EXP Ratio	47.34	
NOI	66,994,271	32.15	2,791,428	
Base Cap	100,000			
Eff Tax Rate	4.840	% Taxes/GI	2.41	
Total Cap	104,840			
Inc Val	63,901,441		30.66	
Exc Land	0		0	
Total Val	63,901,000		30.66	

Add back for vacancy expenses as a line item using the expense ratio provided in the VIGAM table:

717 ▾ ADD BACK EXPENSES 2,820,677 2.71 5.42% ▾ 4.69%

Fully Owner Occupied/Owner-Related

To value fully owner-occupied properties, use adjusted income from comparable buildings i.e., use the comparable method. Leased commercial buildings often have a mix of tenants over time and will usually not collect market rent throughout the building except for short periods. The comparable(s) for owner-occupied buildings should reflect the same pattern. This applies to all building types, fully owner occupied or not.

Generally, income estimates for owner-occupied properties should keep pace with, but not exceed growth in market effective rents for similar properties. If the prior year's estimate was significantly below or above your current estimate, review the property with your supervisor. There is no artificial restriction on how much you may increase or decrease value, **provided your estimates are well founded.**

Filed expenses in a fully owner-occupied building are used except where they are outside of the minimum and maximum expense ratio for that BCAT/SubCAT and income range.

Rules on Vacancy/OO Add Back and the Add Back Cap

NOTE: In almost all cases, the add back calculation, including consideration for the add back cap, is already done for you in Vision. Additionally, in alternative to calculating all add backs manually, \$/sq ft (square-foot) add back rates can be edited in Vision – doing so and running a “recalc” will impute the proper total income (or expenses).

Add Back Cap Explained Add Back Cap

The add back cap is a threshold on reported vacancy/owner occupancy that once met, changes the income add back rate. The add back cap is set at 35% for all parcels. In most cases, you will not need to compute the calculations necessary to arrive at the imputed income and expense – Vision will do these for you via a “recalc.” The add back cap threshold is in place because high levels of owner occupancy/vacancy led to unreliable reported income per leased square footage. When reported income is divided by small areas, the income psf is higher than what is likely supported by the property. The level of 35% was established by comparing incomes of fully leased buildings with those reporting vacancy/owner occupancies. Divergence between fully occupied and extrapolated income from those reporting vacancy becomes significant at 35%. If owner occupancy and vacancy (combined) are greater than 35% the add back income/square-feet rate is set at the median for that BCAT/SubCAT. Compare this to the add back rate if the threshold is not met: the income/sq ft the next stated percentile below the adjusted income rate for the parcel is used (Refer to percentiles column in the Guidelines).

Office Space Ratings

The following office space ratings are available in Vision:

T – Trophy Office is generally reserved for high-end office space with extraordinary amenities in a prestigious location. These are the most exclusive, iconic offices with unique architecture and high-quality finishes that attract the most prestigious tenants. Few buildings meet this standard, with nearly all Trophy Offices in Manhattan Central Business (CBD) and Financial Districts. Rents will typically be at the highest percentile.

A – Class A Office designation is reserved for highly sought-after office space in a desirable location (CBD and other). Class A offices will often range from 250,000 to over 1M Square Feet (not a strict requirement as there are Class A offices at a lower GBA). These prestigious buildings will have substantial amenities and will attract prominent tenants seeking a prestigious address. Rents will typically be consistent with other top-tier offices and well above those found in Class B office space.

B – Class B Offices are typically older, average quality space with standard amenities. Gross Building Area is generally lower than that of Class A offices. Rents are average for the market although occupancy tends to be high in this market. Class B offices are generally not in prime locations; however, some may be interspersed in Class A office areas. In these instances, the condition/quality of the space will be less attractive and not as high-end.

O – Other is utilized when the office space cannot be classified into Class A or Class B. This is used in place of a Class C (older offices with few or no amenities) or in cases where the office building is in a miscellaneous category, for example, a converted loft building. Professional Offices and multi-tenanted buildings at the fringe of the Central Business District will often carry an “Other” rating.

Please note that Office Space Ratings are only for buildings predominantly used as office space. The above ratings should not be used for office space located in buildings predominantly used for other purposes.

NOTE: All changes in office space ratings should be reviewed by Assessment Review and changes should be documented with an appropriate Property Note.

General Hotel Guidelines

A hotel-specific income screen in Vision (for non-condo lots) has been in use for several years. RPIE hotel income and expense will be uploaded directly into Vision, typically over the summer post Vision rollover.

A separate Hotel Guide is available on SharePoint.

Reminder: Use Hotel subarea code (HTL) within Buildings Area Summary in the Building Size screen has been inserted. This code is to be used for hotel space.

Building Class Descriptions

Hotels are Tax Class 4 properties. The Hotel Building Categories (BC) and their descriptions follow:

BC	Description
H1	LUXURY: Spas, fine dining, elegant rooms, concierge and guest services.
H2	FULL SERVICE: In-house dining, fitness center, cater to business travelers.
H3	LIMITED SERVICE: Limited amenities, budget conscious, small dining area, smaller rooms, many affiliated with national chain.
H4	MOTEL: Near highways, open walkways, minimal amenities.
H5	PRIVATE CLUB, Luxury Type.
H6	APARTMENT Hotel
H7	APARTMENT Hotel – Coop Owned
H8	DORMITORY
H9	MISCELLANEOUS
HB	BOUTIQUE: 10 - 100 rooms, with luxury facilities, themed, stylish, with full service accommodations.
HH	HOSTEL: Bed rentals in dormitory-like settings with shared rooms and bathrooms.
HR	SINGLE ROOM OCCUPANCY (SRO): 1 or 2 people housed in individual rooms in multiple dwelling affordable housing.
HS	EXTENDED STAY/SUITE: Amenities similar to APARTMENT hotels; typically charge weekly rates and less expensive than full-service hotels.

Hotel Class Descriptions

The hotel guidelines are stratified by hotel class. Hotels have been grouped into two types, primary and secondary, determined by class. Hotel class descriptions, by type, are as follows:

Hotel Type	Hotel Class	Description
PRIMARY	SUPER LUXURY	An exclusive and expensive luxury hotel, often palatial, offering the highest standard of service, accommodations and facilities – elegant and luxurious public rooms – a prestige address. Establishments in this category are among the world's top hotels.
	LUXURY	An outstanding property offering many of the same features as SUPER LUXURY – May be less grand and offer more reasonable rates than the SUPER LUXURY properties, yet in many instances may be just as satisfactory. Safe to recommend to most discriminating clients. These include many Boutique hotels in Manhattan.
	CLASS 1	Basically a LUXURY hotel with a less pronounced degree of luxury than found in LUXURY hotels. In most cases, these are well-established, with well-known names, depending heavily on past reputation. The more contemporary hotels may be heavily marketed to business clients, with fine accommodations and public rooms offering luxury standards in comfort, but with less emphasis on atmosphere and personal service.
	CLASS 2	An above average hotel with standardized rooms, amenities and public areas. May have a superior executive level or wing. Suitable for average clients not expecting deluxe facilities or special services.
	CLASS 3	Essentially a CLASS II hotel with comfortable but somewhat simpler accommodations and public areas. May be lacking some features like restaurants. Some of the rooms or public areas, while adequate, may tend to be basic and functional. Usually suitable for cost-conscious clients.
	CLASS 4	Strictly a budget operation with limited or no amenities. Some may be quite old and may not be well maintained.
SECONDARY	APARTMENT	Building designed for or containing both apartments and individual guestrooms or rental units, under resident supervision, which maintains an inner lobby through which all tenants must pass to gain access to apartments, rooms or units.
	DORMITORY	Building primarily providing sleeping and residential quarters for large numbers of people, typically boarding school or university students.
	HOSTEL	Budget-oriented, sociable accommodation where guests can rent a bed, usually a bunk bed, in a dormitory and share a bathroom, lounge, and sometimes a kitchen. Rooms can be mixed or single-sex, although private rooms may also be available.
	SRO	A form of housing in which one or two people are housed in individual rooms within a multiple-tenant building. SRO tenants typically share bathrooms and/or kitchens, while some SRO rooms may include kitchenettes, bathrooms, or half-baths.
	WELFARE	A hotel in which people receiving welfare assistance are temporarily housed until permanent housing is found.

Each primary hotel class is uniquely stratified based on the number of rooms. Secondary hotels are stratified by class, Apartment hotel and Dormitories individually, Hostels, SROs, and Welfare hotels, collectively. For each hotel class number of room type (NRT) there is a typical total income per room range; a room income per room range; an expense ratio range; a minimum occupancy rate; and a base cap rate.

Ancillary Income: Advertising Signage (Billboards) & Cell Sites

Filers

If billboard or cell site income is provided on a property's Income and Expense filing, use that amount for valuation unless the income is an outlier. For example, if a double-sided outdoor advertising sign (active and DTR confirmed) has a reported annual income on the RPIE of \$2,000 the assessor should confirm the accuracy of the filing. Use comparable signs in the vicinity and utilize guidelines when appropriate.

Non-Filers

If billboard or cell site income was not provided for the current year filing and you have confirmed a billboard/cell site through field inspection or DTR, enter an income based on the guidelines or comparable income as appropriate. Either of the two approaches are acceptable but, in both scenarios, there must be a corresponding sub-area in building size for cell tower and/or billboard.

How you include billboard/cell site income depends on the Income Source you are choosing:

1. If valuing by Actual/Adjusted use line 617 for signage and line 618 for cell tower, correct filings will also use these lines. For hotels, use line T001 for signage/billboard and line T002 for cell towers on the hotel-specific income screen. Enter an adjusted income as you would do for other income lines. If the billboard or cell income as filed is included in line 619 – 621 (miscellaneous income, long form only), remove from those line(s) and add to line 617 or 618 as appropriate.
1. An override approach should be taken when the income approach is Comp Rent, VIGAM or Import. This will populate the Final/Override tab. In the Switch Approach dropdown, select Override (O) to open the Income Source box. Place code 'CS' in the field for a Cell Site addback and 'SB' in the field for a Signage /Billboard addback. You must first delete the existing income, be it GI or ADD per Vison, and then enter the revised income which includes the added cell site or billboard income. Do not add additional expenses when adding cell site or billboard income. In the example below, billboard income of 100,000 was added to the VIGAM gross income.

Final / Override		Pre CBN Value		VIGAM		Import		
		Value	\$/GSF	MR/Unit	Src	Value	\$/GSF	MR/Unit
GI	1,294,297	36.22		787	SC	GI	1,194,297	33.42
ADJ	0	0.00		0		ADD	0	0.00
ADD	0	0.00		0		AGI	1,194,297	33.42
AGI	1,294,297	36.22		787		EXP	520,912	14.58
EXP	545,132	15.25		332		EXP Ratio	43.62	
		EXP Ratio	42.12			NOI	673,385	18.84
		NOI	749,165	20.96	456	Base Cap	11.740	
		Base Cap	11.710			Eff Tax Rate	5.506	% Taxes/GI
		Eff Tax Rate	5.506	% Taxes/GI	18.51	Total Cap	17.246	18.00
		Total Cap	17.216			Inc Val	3,904,589	109.26
		Inc Val	4,351,563		121.77			
		Exc Land	0		0			
		Total Val	4,352,000		121.77			
Replace Pre CBN Snapshot								

Cell Sites on Hotel Income Screen:

Code	Other	Desc	Trend	Σ	Actual	Σ	Flag	Adju
► T001	Signage/Billboard			▼				
► T002	Cell Towers			▼				
► T003	Other a			▼				
► T004	Other b			▼				
► T005	Other c			▼				

Remember when adding income for properties that have not reported advertising signs/billboard or cell site income, also update the descriptive information, if not already available in Vision; by updating the Building Size Information screen (Subarea).

On the Building Size Information screen select “add” to create another line for income. In the smaller window, select an area code (use CLT for cell tower or SBD for sign billboard).

Add	Delete
Sect Num	1
Subarea	CLT: Cell Tower
Gross Area	0
Income Units	2
Unit Type	T - Cell Tower

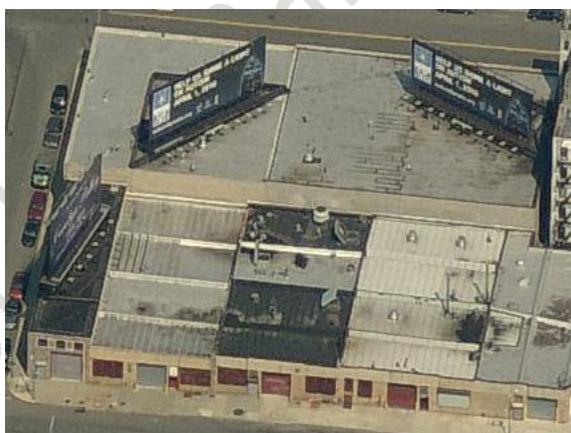
If you have the square footage of an advertising sign or billboard, enter this as the gross square footage on the Building Size Information screen. If you do not have the gross square footage, use Street Smart or Pictometry to measure the sign. For cell sites there generally would not be associated square footage. Enter Subarea CLT: Cell Tower, the number of cell Income Units and update the Income Unit Type with a T for Tower. Gross Area can be set to 0. If various cellular antennas are seen do not interpret each antenna as an Income Unit.

Note: A cell site can consist of up to nine antennas; however, it is the number of cell sites not the number of antennas that you are required to value. Additionally, not all cell cabinets, equipment and lines are visible in the field or DTR so please refer to the REUC Roll list in Supplemental Info. Likewise, some cell equipment may have been decommissioned.

Common Advertising Sign/Billboard Examples

Outdoor Advertising Signs (aka billboards) may come in many forms. Ground signs with monopole, Roof signs with frame, Wall signs affixed to the side of buildings or even painted signs (new trend in many neighborhoods).

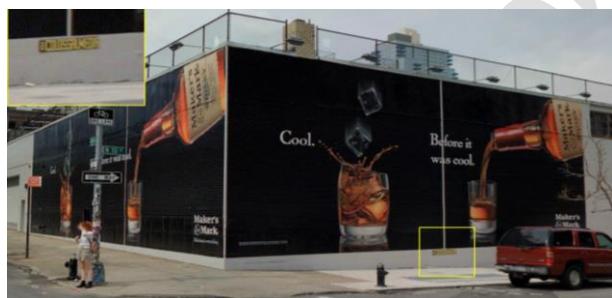
Ground and Roof signs



Wall – Printed



Wall – Painted (Sides of Buildings) Colossal, Seen, Etc.



Common Cell Site/Equipment Examples
From Street (can see antennas)



From Street (Can see antennas & cabinetry)



Camouflaged or Difficult to Detect



Cell/Telecommunication Structures



The importance of capturing/verifying cell site and outdoor advertising signage is to note whether there is an income stream to the owner of the building/lot.

1. Does Verizon, Metro PCS or AT&T pay rent to the property to maintain equipment at the location?
2. Does Van Wagner, CBS Media, Outfront or Seen pay rent to utilize someone else's real property for their advertising signage?

Tax Class2ABC Valuation

Tax Classes 2A, 2B and 2C, also referred to TC2ABC properties are valued by Modeling using the Gross Income Multiplier (GIM) for its BCAT/SubCAT. TC2ABC includes smaller residential rentals (fewer than eleven units) and cooperatives and condominiums of 2 to 10 units. When using GIM, only gross income is considered, and expenses are not part of the valuation equation.

As was the case in prior years, special BCATs for TC2ABC properties with commercial space were used. This is in addition to BCATs and GIMs for TC2ABC parcels that are exclusively residential. BCAT descriptions and income and expense guidelines are provided in the Guidelines section of SharePoint and can also be found below.

Global GIM analysis should only be overridden in cases of physical activity, extraordinary vacancy, or change in use. Use the GIM for the BCAT/SubCat, however, develop your own income. The guidelines and charts on SharePoint and below should be used. Only SSAs or designated supervisors can override the GIM; consult with them to have these changed. Supervisors will be required to select a reason code for a GIM override.

For new construction, there is a specific policy in place for TC2ABC market tab. See additional documentation on SharePoint.

Ensure that the income used is an adequate representation of the income for the community neighborhood.

TC2ABC Apartment Buildings (less than 11 units – Residential Only)

BORO/BCAT	NEIGHBORHOOD
Manhattan RX01	ALPHABET CITY, CHELSEA, CIVIC CENTER, CLINTON, EAST VILLAGE, FASHION, FINANCIAL, FLATIRON, JAVITS CENTER, KIPS BAY, LITTLE ITALY, LOWER EAST SIDE, MIDTOWN CBD, MIDTOWN EAST, MIDTOWN WEST, MURRAY HILL, SOHO, TRIBECA, UPPER EAST SIDE (59-79), UPPER EAST SIDE (79-96), UPPER WEST SIDE (59-79), UPPER WEST SIDE (79-96), UPPER WEST SIDE (96-116)
Manhattan RX02	CHINATOWN, HARLEM-CENTRAL, HARLEM-EAST, HARLEM-UPPER, HARLEM-WEST, INWOOD, MANHATTAN VALLEY, MORNINGSIDE HEIGHTS, SOUTHBridge, UPPER EAST SIDE (96-110), WASHINGTON HEIGHTS LOWER, WASHINGTON HEIGHTS UPPE
Manhattan RX03	GRAMERCY, GREENWICH VILLAGE-CENTRAL, GREENWICH VILLAGE-WEST
Bronx RX04	BATHGATE, BAYCHESTER, BEDFORD PARK/NORWOOD, BELMONT, BRONX PARK, BRONXDALE, CASTLE HILL/UNIONPORT, CITY ISLAND, CITY ISLAND-PELHAM STRIP, CO-OP CITY, COUNTRY CLUB, CROTONA PARK, EAST RIVER, EAST TREMONT, FIELDSTON, FORDHAM, HIGHBRIDGE/MORRIS HEIGHTS, HUNTS POINT, KINGSBIDGE HTS/UNIV HTS, KINGSBRIDGE/JEROME PARK, MELROSE/CONCORSE, MORRIS PARK/VAN NEST, MORRISANIA/LONGWOOD, MOTT HAVEN/PORT MORRIS, MOUNT HOPE/MOUNT EDEN, PARKCHESTER, PELHAM BAY, PELHAM GARDENS, PELHAM PARKWAY NORTH, PELHAM PARKWAY SOUTH, RIVERDALE, SCHUYLERVILLE/PELHAM BAY, SOUNDVIEW, THROGS NECK, VAN CORTLANDT PARK, WAKEFIELD, WESTCHESTER, WILLIAMSBRIDGE, WOODLAWN
Brooklyn RX05	BOERUM HILL, BROOKLYN HEIGHTS, CARROLL GARDENS, COBBLE HILL, COBBLE HILL-WEST, DOWNTOWN-FULTON MALL, FORT GREENE, PARK SLOPE, WINDSOR TERRACE
Brooklyn RX06	BATH BEACH, BAY RIDGE, BEDFORD STUYVESANT, BENSONHURST, BERGEN BEACH, BOROUGH PARK, BRIGHTON BEACH, BROWNSVILLE, BUSH TERMINAL, BUSHWICK, CANARSIE, CONEY ISLAND, CROWN HEIGHTS, CYPRESS HILLS, DYKER HEIGHTS, EAST NEW YORK, FLATBUSH-CENTRAL, FLATBUSH-EAST, FLATBUSHLEFFERTS GARDEN, FLATBUSH-NORTH, FLATLANDS, GRAVESEND, KENSINGTON, MADISON, MARINE PARK, MIDWOOD, OCEAN HILL, OCEAN PARKWAYNORTH, OCEAN PARKWAY-SOUTH, SEAGATE, SHEEPSHEAD BAY, SUNSET PARK, WILLIAMSBURG-CENTRAL, WYCKOFF HEIGHTS
Brooklyn RX07	CLINTON HILL, DOWNTOWN-FULTON FERRY, DOWNTOWN-METROTECH, GOWANUS, GREENPOINT, MANHATTAN BEACH, NAVY YARD, OLD MILL BASIN, PARK SLOPE SOUTH, PROSPECT HEIGHTS, RED HOOK, WILLIAMSBURG-EAST, WILLIAMSBURG-NORTH, WILLIAMSBURG-SOUTH

TC2ABC Apartment Buildings (less than 11 units – Residential Only) Continued...

BORO/BCAT	NEIGHBORHOOD
Queens RX08	AIRPORT LA GUARDIA, ASTORIA, BAYSIDE, BEECHHURST, BELLEROSE, BRIARWOOD, CAMBRIA HEIGHTS, CORONA, ELMHURST, FLORAL PARK, FLUSHING MEADOW PARK, FLUSHING-NORTH, FOREST HILLS, HILLCREST, HOWARD BEACH, JACKSON HEIGHTS, JAMAICA, JAMAICA HILLS, LONG ISLAND CITY, MIDDLE VILLAGE, OZONE PARK, QUEENS VILLAGE, REGO PARK, ROSEDALE, SO. JAMAICA-BAISLEY PARK, SOUTH JAMAICA, SOUTH OZONE PARK, SUNNYSIDE
Queens RX09	ARVERNE, BELLE HARBOR, COLLEGE POINT, DOUGLASTON, EAST ELMHURST, FAR ROCKAWAY, FLUSHING-SOUTH, GLENDALE, HAMMELS, HOLLIS, HOLLISWOOD, JAMAICA ESTATES, KEW GARDENS, LAURELTON, LITTLE NECK, MASPETH, RICHMOND HILL, RIDGEWOOD, ROCKAWAY PARK, SPRINGFIELD GARDENS, ST. ALBANS, WOODHAVEN
Staten Island RX10	ANNADALE, ARDEN HEIGHTS, ARROCHAR, ARROCHAR-SHORE ACRES, BLOOMFIELD, BULLS HEAD, CASTLETON CORNERS, CLOVE LAKES, CONCORD, CONCORDFOX HILLS, DONGAN HILLS, DONGAN HILLS-COLONY, DONGAN HILLS-OLD TOWN, ELTINGVILLE, EMERSON HILL, FRESH KILLS, GRANT CITY, GRASMERE, GREAT KILLS, GREAT KILLS-BAY TERRACE, GRYMES HILL, HUGUENOT, LA TOURETTE PARK, LIVINGSTON, MANOR HEIGHTS, MARINERS HARBOR, MIDLAND BEACH, NEW BRIGHTON, NEW BRIGHTON-ST. GEORGE, NEW DORN, NEW DORN-BEACH, NEW DORN-HEIGHTS, NEW SPRINGVILLE, OAKWOOD, OAKWOOD-BEACH, PLEASANT PLAINS, PORT IVORY, PORT RICHMOND, PRINCES BAY, RICHMONDTOWN, RICHMONDTOWN-LIGHTHS HILL, ROSEBANK, ROSSVILLE, ROSSVILLE-CHARLESTON, ROSSVILLE-PORT MOBIL, ROSSVILLE-RICHMOND VALLEY, SILVER LAKE, SOUTH BEACH, STAPLETON, STAPLETON-CLIFTON, SUNNYSIDE, TODT HILL, TOMPKINSVILLE, TOTTENVILLE, TRAVIS, WEST NEW BRIGHTON, WESTERLEIGH, WILLOWBROOK, WILLOWBROOK-SEAVIEW, WOODROW

TC2ABC Apartment Buildings (less than 11 units – Mixed Use)

BORO/BCAT	NEIGHBORHOOD
Manhattan CX01	ALPHABET CITY, CHELSEA, CIVIC CENTER, CLINTON, EAST VILLAGE, FASHION, FINANCIAL, FLATIRON, GRAMERCY, GREENWICH VILLAGE-CENTRAL, GREENWICH VILLAGE-WEST, JAVITS CENTER, KIPS BAY, LITTLE ITALY, LOWER EAST SIDE, MIDTOWN CBD, MIDTOWN EAST, MIDTOWN WEST, MURRAY HILL, SOHO, SOUTHBridge, TRIBECA, UPPER EAST SIDE (59-79), UPPER EAST SIDE (79-96), UPPER WEST SIDE (59-79), UPPER WEST SIDE (79-96)
Manhattan CX02	CHINATOWN, HARLEM-CENTRAL, HARLEM-EAST, HARLEM-UPPER, HARLEM-WEST, INWOOD, MANHATTAN VALLEY, MORNINGSIDE HEIGHTS, UPPER EAST SIDE (96-110), UPPER WEST SIDE (96-116), WASHINGTON HEIGHTS LOWER, WASHINGTON HEIGHTS UPPER
Bronx CX03	BATHGATE, BAYCHESTER, BEDFORD PARK/NORWOOD, BELMONT, BRONX PARK, BRONXDALE, CASTLE HILL/UNIONPORT, CITY ISLAND, CITY ISLAND-PELHAM STRIP, CO-OP CITY, COUNTRY CLUB, CROTONA PARK, EAST RIVER, EAST TREMONT, FIELDSTON, FORDHAM, HIBBRIDGE/MORRIS HEIGHTS, HUNTS POINT, KINGSBIDGE HTS/UNIV HTS, KINGSBIDGE/JEROME PARK, MELROSE/CONCOURSE, MORRIS PARK/VAN NEST, MORRISANIA/LONGWOOD, MOTT HAVEN/PORT MORRIS, MOUNT HOPE/MOUNT EDEN, PARKCHESTER, PELHAM BAY, PELHAM GARDENS, PELHAM PARKWAY NORTH, PELHAM PARKWAY SOUTH, RIVERDALE, SCHUYLERVILLE/PELHAM BAY, SOUNDVIEW, THROGS NECK, VAN CORTLANDT PARK, WAKEFIELD, WESTCHESTER, WILLIAMSBRIDGE,
Brooklyn CX04	BOERUM HILL, BROOKLYN HEIGHTS, CARROLL GARDENS, CLINTON HILL, COBBLE HILL, COBBLE HILL-WEST, DOWNTOWN-FULTON FERRY, DOWNTOWNFULTON MALL, FORT GREENE, GREENPOINT, MANHATTAN BEACH, OLD MILL BASIN, PARK SLOPE, PARK SLOPE SOUTH, PROSPECT HEIGHTS, WILLIAMSBURGNORTH, WINDSOR TERRACE
Brooklyn CX05	BATH BEACH, BAY RIDGE, BEDFORD STUYVESANT, BENSONHURST, BERGEN BEACH, BOROUGH PARK, BRIGHTON BEACH, BROWNSVILLE, BUSH TERMINAL, BUSHWICK, CANARSIE, CONEY ISLAND, CROWN HEIGHTS, CYPRESS HILLS, DOWNTOWN-METROTECH, DYKER HEIGHTS, EAST NEW YORK, FLATBUSH-CENTRAL, FLATBUSH-EAST, FLATBUSH-LEFFERTS GARDEN, FLATBUSH-NORTH, FLATLANDS, GOWANUS, GRAVESEND, KENSINGTON, MADISON, MARINE PARK, MIDWOOD, NAVY YARD, OCEAN HILL, OCEAN PARKWAY-NORTH, OCEAN PARKWAY-SOUTH, RED HOOK, SEAGATE, SHEEPSHEAD BAY, SUNSET PARK, WILLIAMSBURG-CENTRAL, WILLIAMSBURG-EAST, WILLIAMSBURG-SOUTH, WYCKOFF HEIGHTS
Queens CX06	AIRPORT LA GUARDIA, ARVERNE, ASTORIA, BAYSIDE, BEECHHURST, BELLE HARBOR, BELLEROSE, BRIARWOOD, CAMBRIA HEIGHTS, COLLEGE POINT, CORONA, DOUGLASTON, EAST ELMHURST, ELMHURST, FAR ROCKAWAY, FLORAL PARK, FLUSHING MEADOW PARK, FLUSHING-NORTH, FLUSHING-SOUTH, FOREST HILLS, GLendale, HAMMELS, HILLCREST, HOLLIS, HOLLISWOOD, HOWARD BEACH, JACKSON HEIGHTS, JAMAICA, JAMAICA ESTATES, JAMAICA HILLS, KEW GARDENS, LAURELTON, LITTLE NECK, LONG ISLAND CITY, MASPETH, MIDDLE VILLAGE, OZONE PARK, QUEENS VILLAGE, REGO PARK, RICHMOND HILL, RIDGEWOOD, ROCKAWAY PARK, ROSEDALE, SO. JAMAICA-BAISLEY PARK, SOUTH JAMAICA, SOUTH OZONE PARK, SPRINGFIELD GARDENS, ST. ALBANS, SUNNYSIDE, WHITESTONE, WOODHAVEN, WOODSIDE
Staten Island CX07	ANNADALE, ARDEN HEIGHTS, ARROCHAR, ARROCHAR-SHORE ACRES, BLOOMFIELD, BULLS HEAD, CASTLETON CORNERS, CLOVE LAKES, CONCORD, CONCORDFOX HILLS, DONGAN HILLS, DONGAN HILLS-COLONY, DONGAN HILLS-OLD TOWN, ELTINGVILLE, EMERSON HILL, FRESH KILLS, GRANT CITY, GRASMERE, GREAT KILLS, GREAT KILLS-BAY TERRACE, GRYMES HILL, HUGUENOT, LA TOURETTE PARK, LIVINGSTON, MANOR HEIGHTS, MARINERS HARBOR, MIDLAND BEACH, NEW BRIGHTON, NEW BRIGHTON-ST. GEORGE, NEW DORN, NEW DORN-BEACH, NEW DORN-HEIGHTS, NEW SPRINGVILLE, OAKWOOD, OAKWOOD-BEACH, PLEASANT PLAINS, PORT IVORY, PORT RICHMOND, PRINCES BAY, RICHMONDTOWN, RICHMONDTOWN-LIGHTHS HILL, ROSEBANK, ROSSVILLE, ROSSVILLE-CHARLESTON, ROSSVILLE-PORT MOBIL, ROSSVILLE-RICHMOND VALLEY, SILVER LAKE, SOUTH BEACH, STAPLETON, STAPLETON-CLIFTON, SUNNYSIDE, TODT HILL, TOMPKINSVILLE, TOTTENVILLE, TRAVIS, WEST NEW BRIGHTON, WESTERLEIGH, WILLOWBROOK, WILLOWBROOK-SEAVIEW, WOODROW

Manhattan – Class 2ABC

Guidelines for Apartment Buildings with less than 11 units Including Cooperatives and Approximate Market Value by Buiding Category (BCAT) table

GIM		10th_Pctl	50th_Pctl	75th_Pctl	90th_Pctl
Income		11.20	14.71	22.08	26.74
Low	\$ 35.82	\$ 401	\$ 527	\$ 791	\$ 958
Median	\$ 41.92	\$ 470	\$ 617	\$ 926	\$ 1,121
High	\$ 50.26	\$ 563	\$ 739	\$ 1,110	\$ 1,344

RX01 includes neighborhoods: ALPHABET CITY, CHELSEA, CIVIC CENTER, CLINTON, EAST VILLAGE, FASHION, FINANCIAL, FLATIRON, JAVITS CENTER, KIPS BAY, LITTLE ITALY, LOWER EAST SIDE, MIDTOWN CBD, MIDTOWN EAST, MIDTOWN WEST, MURRAY HILL, SOHO, TRIBECA, UPPER EAST SIDE (59-79), UPPER EAST SIDE (79-96), UPPER WEST SIDE (59-79), UPPER WEST SIDE (79-96), UPPER WEST SIDE (96-116).

GIM		10th_Pctl	50th_Pctl	75th_Pctl	90th_Pctl
Income		5.34	8.18	10.69	11.03
Low	\$ 18.12	\$ 97	\$ 148	\$ 194	\$ 200
Median	\$ 20.29	\$ 108	\$ 166	\$ 217	\$ 224
High	\$ 24.64	\$ 132	\$ 202	\$ 263	\$ 272

RX02 includes neighborhoods: CHINATOWN, HARLEM-CENTRAL, HARLEM-EAST, HARLEM-UPPER, HARLEM-WEST, INWOOD, MANHATTAN VALLEY, MORNINGSIDE HEIGHTS, SOUTHBRIDGE, UPPER EAST SIDE (96-110), WASHINGTON HEIGHTS LOWER, WASHINGTON HEIGHTS UPPER.

GIM		10th_Pctl	50th_Pctl	75th_Pctl	90th_Pctl
Income		13.16	15.68	22.61	25.97
Low	\$ 50.45	\$ 664	\$ 791	\$ 1,141	\$ 1,310
Median	\$ 62.91	\$ 828	\$ 986	\$ 1,422	\$ 1,634
High	\$ 76.45	\$ 1,006	\$ 1,199	\$ 1,729	\$ 1,985

RX03 includes neighborhoods: GRAMERCY, GREENWICH VILLAGE-CENTRAL, GREENWICH VILLAGE-WEST.

Income = Gross Income per sq.ft.
GIM = Gross Income Multiplier

Manhattan – Class 2ABC

Guidelines for Apartment Buildings with less than 11 units Including Cooperatives and Approximate Market Value by Buiding Category (BCAT) table

GIM		10th_Pctl	50th_Pctl	75th_Pctl	90th_Pctl
Income		10.31	14.05	20.76	24.69
Low	\$ 37.71	\$ 389	\$ 530	\$ 783	\$ 931
Median	\$ 45.32	\$ 467	\$ 637	\$ 941	\$ 1,119
High	\$ 55.03	\$ 567	\$ 773	\$ 1,142	\$ 1,359

CX01 includes neighborhoods: ALPHABET CITY, CHELSEA, CIVIC CENTER, CLINTON, EAST VILLAGE, FASHION, FINANCIAL, FLATIRON, GRAMERCY, GREENWICH VILLAGE-CENTRAL, GREENWICH VILLAGE-WEST, JAVITS CENTER, KIPS BAY, LITTLE ITALY, LOWER EAST SIDE, MIDTOWN CBD, MIDTOWN EAST, MIDTOWN WEST, MURRAY HILL, SOHO, SOUTHBRIDGE, TRIBECA, UPPER EAST SIDE (59-79), UPPER EAST SIDE (79-96), UPPER WEST SIDE (59-79), UPPER WEST SIDE (79-96).

GIM		10th_Pctl	50th_Pctl	75th_Pctl	90th_Pctl
Income		5.49	8.74	11.26	11.68
Low	\$ 18.54	\$ 102	\$ 162	\$ 209	\$ 217
Median	\$ 21.40	\$ 117	\$ 187	\$ 241	\$ 250
High	\$ 25.49	\$ 140	\$ 223	\$ 287	\$ 298

CX02 includes neighborhoods: CHINATOWN, HARLEM-CENTRAL, HARLEM-EAST, HARLEM-UPPER, HARLEM-WEST, INWOOD, MANHATTAN VALLEY, MORNINGSIDE HEIGHTS, UPPER EAST SIDE (96-110), UPPER WEST SIDE (96-116), WASHINGTON HEIGHTS LOWER, WASHINGTON HEIGHTS UPPER.

Income = Gross Income per sq.ft.
GIM = Gross Income Multiplier

Bronx – Class 2ABC

Guidelines for Apartment Buildings with less than 11 units Including Cooperatives and Approximate Market Value by Buiding Category (BCAT) table

GIM		10th_Pctl	50th_Pctl	75th_Pctl	90th_Pctl
Income		6.87	9.40	10.70	12.38
Low	\$ 15.43	\$ 106	\$ 145	\$ 165	\$ 191
Median	\$ 16.69	\$ 115	\$ 157	\$ 179	\$ 207
High	\$ 18.57	\$ 128	\$ 175	\$ 199	\$ 230

RX04 includes neighborhoods: BATHGATE, BAYCHESTER, BEDFORD PARK/NORWOOD, BELMONT, BRONX PARK, BRONXDALE, CASTLE HILL/UNIONPORT, CITY ISLAND, CITY ISLAND-PELHAM STRIP, CO-OP CITY, COUNTRY CLUB, CROTONA PARK, EAST RIVER, EAST TREMONT, FIELDSTON, FORDHAM, HIGHBRIDGE/MORRIS HEIGHTS, HUNTS POINT, KINGSBRIDGE HTS/UNIV HTS, KINGSBRIDGE/JEROME PARK, MELROSE/CONCOURSE, MORRIS PARK/VAN NEST, MORRISANIA/LONGWOOD, MOTT HAVEN/PORT MORRIS, MOUNT HOPE/MOUNT EDEN, PARKCHESTER, PELHAM BAY, PELHAM GARDENS, PELHAM PARKWAY NORTH, PELHAM PARKWAY SOUTH, RIVERDALE, SCHUYLERVILLE/PELHAM BAY, SOUNDVIEW, THROGS NECK, VAN CORTLANDT PARK, WAKEFIELD, WESTCHESTER, WILLIAMSBRIDGE, WOODLAWN.

GIM		10th_Pctl	50th_Pctl	75th_Pctl	90th_Pctl
Income		5.95	8.96	10.16	10.86
Low	\$ 14.84	\$ 88	\$ 133	\$ 151	\$ 161
Median	\$ 16.78	\$ 100	\$ 150	\$ 170	\$ 182
High	\$ 19.67	\$ 117	\$ 176	\$ 200	\$ 214

CX03 includes neighborhoods: BATHGATE, BAYCHESTER, BEDFORD PARK/NORWOOD, BELMONT, BRONX PARK, BRONXDALE, CASTLE HILL/UNIONPORT, CITY ISLAND, CITY ISLAND-PELHAM STRIP, CO-OP CITY, COUNTRY CLUB, CROTONA PARK, EAST RIVER, EAST TREMONT, FIELDSTON, FORDHAM, HIGHBRIDGE/MORRIS HEIGHTS, HUNTS POINT, KINGSBRIDGE HTS/UNIV HTS, KINGSBRIDGE/JEROME PARK, MELROSE/CONCOURSE, MORRIS PARK/VAN NEST, MORRISANIA/LONGWOOD, MOTT HAVEN/PORT MORRIS, MOUNT HOPE/MOUNT EDEN, PARKCHESTER, PELHAM BAY, PELHAM GARDENS, PELHAM PARKWAY NORTH, PELHAM PARKWAY SOUTH, RIVERDALE, SCHUYLERVILLE/PELHAM BAY, SOUNDVIEW, THROGS NECK, VAN CORTLANDT PARK, WAKEFIELD, WESTCHESTER, WILLIAMSBRIDGE, WOODLAWN.

Income = Gross Income per sq.ft.
GIM = Gross Income Multiplier

Brooklyn – Class 2ABC

Guidelines for Apartment Buildings with less than 11 units Including Cooperatives and Approximate Market Value by Buiding Category (BCAT) table - Brooklyn

GIM		10th_Pctl	50th_Pctl	75th_Pctl	90th_Pctl
Income		9.75	15.48	17.68	26.50
Low	\$ 28.84	\$ 281	\$ 446	\$ 510	\$ 764
Median	\$ 33.64	\$ 328	\$ 521	\$ 595	\$ 891
High	\$ 38.92	\$ 379	\$ 602	\$ 688	\$ 1,031

RX05 includes neighborhoods: BOERUM HILL, BROOKLYN HEIGHTS, CARROLL GARDENS, COBBLE HILL, COBBLE HILL-WEST, DOWNTOWN-FULTON MALL, FORT GREENE, PARK SLOPE, WINDSOR TERRACE.

GIM		10th_Pctl	50th_Pctl	75th_Pctl	90th_Pctl
Income		6.22	10.59	12.32	19.28
Low	\$ 15.00	\$ 93	\$ 159	\$ 185	\$ 289
Median	\$ 16.98	\$ 106	\$ 180	\$ 209	\$ 327
High	\$ 19.95	\$ 124	\$ 211	\$ 246	\$ 385

RX06 includes neighborhoods: BATH BEACH, BAY RIDGE, BEDFORD STUYVESANT, BENSONHURST, BERGEN BEACH, BOROUGH PARK, BRIGHTON BEACH, BROWNSVILLE, BUSH TERMINAL, BUSHWICK, CANARSIE, CONEY ISLAND, CROWN HEIGHTS, CYPRESS HILLS, DYKER HEIGHTS, EAST NEW YORK, FLATBUSH-CENTRAL, FLATBUSH-EAST, FLATBUSH-LEFFERTS GARDEN, FLATBUSH-NORTH, FLATLANDS, GRAVESEND, KENSINGTON, MADISON, MARINE PARK, MIDWOOD, OCEAN HILL, OCEAN PARKWAY-NORTH, OCEAN PARKWAY-SOUTH, SEAGATE, SHEEPSHEAD BAY, SUNSET PARK, WILLIAMSBURG-CENTRAL, WYCKOFF HEIGHTS.

GIM		10th_Pctl	50th_Pctl	75th_Pctl	90th_Pctl
Income		8.46	13.14	15.61	26.58
Low	\$ 20.60	\$ 174	\$ 271	\$ 322	\$ 548
Median	\$ 23.65	\$ 200	\$ 311	\$ 369	\$ 629
High	\$ 28.21	\$ 239	\$ 371	\$ 440	\$ 750

RX07 includes neighborhoods: CLINTON HILL, DOWNTOWN-FULTON FERRY, DOWNTOWN-METROTECH, GOWANUS, GREENPOINT, MANHATTAN BEACH, NAVY YARD, OLD MILL BASIN, PARK SLOPE SOUTH, PROSPECT HEIGHTS, RED HOOK, WILLIAMSBURG-EAST, WILLIAMSBURG-NORTH, WILLIAMSBURG-SOUTH.

Income = Gross Income per sq.ft.
GIM = Gross Income Multiplier

Brooklyn – Class 2ABC

Guidelines for Apartment Buildings with less than 11 units Including Cooperatives and Approximate Market Value by Building Category (BCAT) table

GIM \ Income	10th_Pct	50th_Pct	75th_Pct	90th_Pct
Income	7.27	12.34	15.50	20.68
Low	\$ 24.52	\$ 178	\$ 303	\$ 380
Median	\$ 30.27	\$ 220	\$ 374	\$ 469
High	\$ 37.01	\$ 269	\$ 457	\$ 574

CX04 includes neighborhoods: BOERUM HILL, BROOKLYN HEIGHTS, CARROLL GARDENS, CLINTON HILL, COBBLE HILL, COBBLE HILL-WEST, DOWNTOWN-FULTON FERRY, DOWNTOWN-FULTON MALL, FORT GREENE, GREENPOINT, MANHATTAN BEACH, OLD MILL BASIN, PARK SLOPE, PARK SLOPE SOUTH, PROSPECT HEIGHTS, WILLIAMSBURG-NORTH, WINDSOR TERRACE.

GIM \ Income	10th_Pct	50th_Pct	75th_Pct	90th_Pct
Income	5.11	9.21	11.87	16.59
Low	\$ 15.48	\$ 79	\$ 143	\$ 184
Median	\$ 17.80	\$ 91	\$ 164	\$ 211
High	\$ 21.04	\$ 108	\$ 194	\$ 250

CX05 includes neighborhoods: BATH BEACH, BAY RIDGE, BEDFORD STUYVESANT, BENSONHURST, BERGEN BEACH, BOROUGH PARK, BRIGHTON BEACH, BROWNSVILLE, BUSH TERMINAL, BUSHWICK, CANARSIE, CONEY ISLAND, CROWN HEIGHTS, CYPRESS HILLS, DOWNTOWN-METROTECH, DYKER HEIGHTS, EAST NEW YORK, FLATBUSH-CENTRAL, FLATBUSH-EAST, FLATBUSH-LEFFERTS GARDEN, FLATBUSH-NORTH, FLATLANDS, GOWANUS, GRAVESEND, KENSINGTON, MADISON, MARINE PARK, MIDWOOD, NAVY YARD, OCEAN HILL, OCEAN PARKWAY-NORTH, OCEAN PARKWAY-SOUTH, RED HOOK, SEAGATE, SHEEPSHEAD BAY, SPRING CREEK, SUNSET PARK, WILLIAMSBURG-CENTRAL, WILLIAMSBURG-EAST, WILLIAMSBURG-SOUTH, WYCKOFF HEIGHTS.

Income = Gross Income per sq.ft.
GIM = Gross Income Multiplier

Queens – Class 2ABC

Guidelines for Apartment Buildings with less than 11 units Including Cooperatives and Condominiums Approximate Market Value by Building Category (BCAT) table

GIM \ Income	10th_Pct	50th_Pct	75th_Pct	90th_Pct
Income	6.75	9.31	11.96	15.19
Low	\$ 19.05	\$ 129	\$ 177	\$ 228
Median	\$ 20.94	\$ 141	\$ 195	\$ 250
High	\$ 24.99	\$ 169	\$ 233	\$ 299

RX08 includes neighborhoods: AIRPORT LA GUARDIA, ASTORIA, BAYSIDE, BEECHHURST, BELLEROSE, BRIARWOOD, CAMBRIA HEIGHTS, CORONA, ELMHURST, FLORAL PARK, FLUSHING MEADOW PARK, FLUSHING-NORTH, FOREST HILLS, HILLCREST, HOWARD BEACH, JACKSON HEIGHTS, JAMAICA, JAMAICA HILLS, LONG ISLAND CITY, MIDDLE VILLAGE, OZONE PARK, QUEENS VILLAGE, REGO PARK, ROSEDALE, SO. JAMAICA-BAISLEY PARK, SOUTH JAMAICA, SOUTH OZONE PARK, SUNNYSIDE, WHITESTONE, WOODSIDE.

GIM \ Income	10th_Pct	50th_Pct	75th_Pct	90th_Pct
Income	5.34	10.17	10.60	14.19
Low	\$ 16.23	\$ 87	\$ 165	\$ 172
Median	\$ 19.23	\$ 103	\$ 196	\$ 204
High	\$ 22.59	\$ 121	\$ 230	\$ 239

CX06 includes neighborhoods: AIRPORT LA GUARDIA, ARVERNE, ASTORIA, BAYSIDE, BEECHHURST, BELLE HARBOR, BELLEROSE, BRIARWOOD, CAMBRIA HEIGHTS, COLLEGE POINT, CORONA, DOUGLASTON, EAST ELMHURST, ELMHURST, FAR ROCKAWAY, FLORAL PARK, FLUSHING MEADOW PARK, FLUSHING-NORTH, FLUSHING-SOUTH, FOREST HILLS, GLENDALE, HAMMELS, HILLCREST, HOLLIS, HOLLISWOOD, HOWARD BEACH, JACKSON HEIGHTS, JAMAICA, JAMAICA ESTATES, JAMAICA HILLS, KEW GARDENS, LAURELTON, LITTLE NECK, LONG ISLAND CITY, MASPETH, MIDDLE VILLAGE, OZONE PARK, QUEENS VILLAGE, REGO PARK, RICHMOND HILL, RIDGEWOOD, ROCKAWAY PARK, ROSEDALE, SO. JAMAICA-BAISLEY PARK, SOUTH JAMAICA, SOUTH OZONE PARK, SPRINGFIELD GARDENS, ST. ALBANS, SUNNYSIDE, WHITESTONE, WOODHAVEN, WOODSIDE.

GIM \ Income	10th_Pct	50th_Pct	75th_Pct	90th_Pct
Income	4.70	8.69	10.54	10.63
Low	\$ 14.75	\$ 69	\$ 128	\$ 155
Median	\$ 16.07	\$ 76	\$ 140	\$ 169
High	\$ 19.35	\$ 91	\$ 168	\$ 204

RX09 includes neighborhoods: ARVERNE, BELLE HARBOR, COLLEGE POINT, DOUGLASTON, EAST ELMHURST, FAR ROCKAWAY, FLUSHING-SOUTH, GLENDALE, HAMMELS, HOLLIS, HOLLISWOOD, JAMAICA ESTATES, KEW GARDENS, LAURELTON, LITTLE NECK, MASPETH, RICHMOND HILL, RIDGEWOOD, ROCKAWAY PARK, SPRINGFIELD GARDENS, ST. ALBANS, WOODHAVEN.

Income = Gross Income per sq.ft.
GIM = Gross Income Multiplier

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Staten Island – Class 2ABC

Guidelines for Apartment Buildings with less than 11 units Including Cooperatives and Condominiums
Approximate Market Value by Building Category (BCAT) table

GIM Income	10th_Pctl	50th_Pctl	75th_Pctl	90th_Pctl
	5.63	9.62	13.50	16.72
Low	\$ 10.62	\$ 60	\$ 102	\$ 143
Median	\$ 15.10	\$ 85	\$ 145	\$ 204
High	\$ 18.81	\$ 106	\$ 181	\$ 254

RX10 includes neighborhoods: ANNADALE, ARDEN HEIGHTS, ARROCHAR, ARROCHAR-SHORE ACRES, BLOOMFIELD, BULLS HEAD, CASTLETON CORNERS, CLOVE LAKES, CONCORD, CONCORD-FOX HILLS, DONGAN HILLS, DONGAN HILLS-COLONY, DONGAN HILLS-OLD TOWN, ELTINGVILLE, EMERSON HILL, FRESH KILLS, GRANT CITY, GRASMERE, GREAT KILLS, GREAT KILLS-BAY TERRACE, GRYMES HILL, HUGUENOT, LA TOURETTE PARK, LIVINGSTON, MANOR HEIGHTS, MARINERS HARBOR, MIDLAND BEACH, NEW BRIGHTON, NEW BRIGHTON-ST. GEORGE, NEW DORP, NEW DORP-BEACH, NEW DORP-HEIGHTS, NEW SPRINGVILLE, OAKWOOD, OAKWOOD-BEACH, PLEASANT PLAINS, PORT IVORY, PORT RICHMOND, PRINCES BAY, RICHMONDTOWN, RICHMONDTOWN-LIGHTHS HILL, ROSEBANK, ROSSVILLE, ROSSVILLE-CHARLESTON, ROSSVILLE-PORT MOBIL, ROSSVILLE-RICHMOND VALLEY, SILVER LAKE, SOUTH BEACH, STAPLETON, STAPLETON-CLIFTON, SUNNYSIDE, TODT HILL, TOMPKINSVILLE, TOTTENVILLE, TRAVIS, WEST NEW BRIGHTON, WESTERLEIGH, WILLOWBROOK, WILLOWBROOK-SEAVIEW, WOODROW.

GIM Income	10th_Pctl	50th_Pctl	75th_Pctl	90th_Pctl
	4.71	7.94	10.75	13.86
Low	\$ 10.61	\$ 50	\$ 84	\$ 114
Median	\$ 15.48	\$ 73	\$ 123	\$ 166
High	\$ 19.05	\$ 90	\$ 151	\$ 205

CX07 includes neighborhoods: ANNADALE, ARDEN HEIGHTS, ARROCHAR, ARROCHAR-SHORE ACRES, BLOOMFIELD, BULLS HEAD, CASTLETON CORNERS, CLOVE LAKES, CONCORD, CONCORD-FOX HILLS, DONGAN HILLS, DONGAN HILLS-COLONY, DONGAN HILLS-OLD TOWN, ELTINGVILLE, EMERSON HILL, FRESH KILLS, GRANT CITY, GRASMERE, GREAT KILLS, GREAT KILLS-BAY TERRACE, GRYMES HILL, HUGUENOT, LA TOURETTE PARK, LIVINGSTON, MANOR HEIGHTS, MARINERS HARBOR, MIDLAND BEACH, NEW BRIGHTON, NEW BRIGHTON-ST. GEORGE, NEW DORP, NEW DORP-BEACH, NEW DORP-HEIGHTS, NEW SPRINGVILLE, OAKWOOD, OAKWOOD-BEACH, PLEASANT PLAINS, PORT IVORY, PORT RICHMOND, PRINCES BAY, RICHMONDTOWN, RICHMONDTOWN-LIGHTHS HILL, ROSEBANK, ROSSVILLE, ROSSVILLE-CHARLESTON, ROSSVILLE-PORT MOBIL, ROSSVILLE-RICHMOND VALLEY, SILVER LAKE, SOUTH BEACH, STAPLETON, STAPLETON-CLIFTON, SUNNYSIDE, TODT HILL, TOMPKINSVILLE, TOTTENVILLE, TRAVIS, WEST NEW BRIGHTON, WESTERLEIGH, WILLOWBROOK, WILLOWBROOK-SEAVIEW, WOODROW.

Income = Gross Income per sq.ft.

GIM = Gross Income Multiplier

Condo Income Valuation

Preparatory Review

1. Review of the Value Summary screen
 - a. Note the "Original Value" which is the roll over value from the last Final Assessment roll. This is the value that is recorded in Vision as the base/starting value from which all monetary decreases and increases will be calculated.
 - b. Make sure that the Value Source Code is set properly for the valuation approach that the assessor intends to use (typically it will be "I" for income or "C" for construction when new construction is involved).
2. Review of the Property Notes
 - a. Check for pertinent notes that may affect this year's valuation decisions.
3. Review Actual History
 - a. This section will show you historical records of reported income and expenses and allow you to see abnormal fluctuations from year to year and assist you in analyzing the current filed income if any.
4. Special Instructions and Assessors Guidelines should be reviewed.
5. Condo Reminders
 - a. Income valuation can only be performed on the Condo suffix level.
 - b. Land Valuation must be performed only from the Condo Main
 - c. The assessor is not allowed to perform either income or cost valuation at the Condo Unit level.
 - d. Condo Square Footage cannot be changed without an amendment or Certified Architect's report with a raised seal, even if the condo files an alteration on BIS.
 - e. The use within the suffix or sq. ft can be changed. Used departmental guidelines defining the use of the sq. ft to see if it should be counted within the suffix's sq. ft. Field inspection should be completed and Vision notes should be added after the visit.
6. Income and Expense Filings
 - a. Taxpayers enter their I&E filings at the lot level even though valuation is made on the suffix level.
 - b. Care must be taken to associate the correct suffix, that the I&E filing pertains to, as often the filings are consolidated filings and will pertain to multiple suffixes.

- c. When the I&E filing is for a single lot and that lot is also the sole lot comprising the suffix, the single lot filing can be used to value the suffix after making any necessary adjustments to normalize the I&E.
 - d. Where the I&E filing represents only a portion of the lots comprising the suffix, the assessor must determine if the income and expense numbers are reasonable for the lots it represents. If so, the assessor may extrapolate to obtain the income factor of the other lots which have a similar use but have no I&E filings.
 - e. Check to see that the value shown in the Final/Override section, the summary section, and the Appraised value in the Value Summary section are the same and the desired value.
 - f. Allocate dollar change amounts to the correct components via Value Change Maintenance grid.
7. The Value Summary section of the CONDO MAIN must have its value source code set to "C" and then saved to properly calculate the land value of the suffixes and unit. When Vision prompts "do you wish to "recalc" units" the assessor must indicate "yes", to complete the processing of the land value.
8. CONDO SUFFIX:
- a. RPIE filing can be made for a single lot or a range of lots (the lot range of the filing will not always be sequential). For the commercial and con-rental condo suffixes, assessors must match up the RPIE lot filing back to the condo/suffix, and value as any other ORE property. For all other tax class 2 condos, the comparable valuation must be used.
 - b. In a few cases the hybrid valuation can be used for properties in which the number of unsold units makes up more than 10% of the total units. A list of these properties is usually provided by the Assessment Review Unit.
 - c. Newly created tax class 2C condominiums will be valued using the market value, while tax class 1A condominiums will be valued by the sales approach.
 - d. Value and descriptive changes made in Vision (at the suffix level) do not result in "Real Time" updates to PTS, therefore changes made in Vision cannot be immediately verified in PTS- a nightly batch routine is performed to update PTS with the changes made daily via Vision.
9. Completion of Condo Valuation
- a. It is imperative that the assessor recalculate the suffix and save the values.

- b. The Vision system will provide a pop-up box asking the assessor if they wish to recalculate the units in the suffix he is valuing, the assessor must indicate “yes”, this will allow the assessor’s suffix value to be distributed to all the lots within the suffix.

Parent Lot apportioned to Condos

The Tentative Roll is published on or about Jan 15th, it's posted on the Department of Finance website and a Notice of Property Value is mailed to all property owners.

If a parent lot is apportioned to condo after the tentative roll, Assessor's must ensure that:

- a. the values are the same as the parent lot.

If a physical was added on the parent lot for tentative roll, check to see that's it appears on the suffixes. The physical will appear as source code AH.

- b. This AH should be converted back to the physical, either NP, B or A.

- c. Use PTS Transitional Assessment under Maintain to obtain the actual assessed values of the physicals apportioned from the parent lot.

- d. If the physical was entered after the tentative, but before the CBN deadline, it will be dropped during conversion to condo.

Then it's the assessor's duty to add back the physical for the final roll.

- e. BCAT-SUB cat should be updated on all new apportioned condo suffixes and subarea for valuation.

- f. All information in Associated documents from parent lot should be transferred to Condo main, including the declaration.

- g. Any affordable lot should be clearly marked on the account information screen, under “Affordable Hsg.”

- h. Divide the actual assessed value by the assessment ratio to determine the market value.

The Valuation of Boarded and Abandoned Buildings

Note: This approach applies to buildings that are entirely abandoned and boarded.



Valuation steps:

1. Ensure the building is entirely abandoned and boarded.
2. Likewise, ensure that 'Special Bldg. Adj.' indicates #2 (Abandoned)

Depreciation

Section Level Depreciation

Year Built	1961	<input type="checkbox"/> OV EYB
Effective Year Built	1993	
Functional Obsolescence		Funct. Comment
External Obsolescence		Ext. Comment

Special Bldg Adj.

Percent Complete

Depreciation Code

Remodel Rating

Year Remodeled

Section Override

Special Bldg Adj.

1: New Construction
2: Abandoned
3: Damaged
4: Renovation
5: Salvage
6: Demolition
7: Alteration

% Good Ovr Remove Initials

Misc. Improv Remove Date

Cost To Cure Remove Select a date

Override Appraised Bldg 1353000 Override Assessed Bldg 1353000 Initials MDL

3. Work up a value for the entire parcel using the cap rate, income, and expenses for that BCAT/SubCAT at the 50th percentile.
4. Arrive at a proposed value:

- a. Subtract the prior year's land value from the work up value... this leaves the building value – This is also available on the 'Income Summary' screen:

Account Data			
Tax Class	4	Filing Status	Reg/Unreg
Building Class	O4	Office w/wo Comm >=2	
Data Time Period	1/1/2020	to	12/31/2020
Data Status	2	Data Source	R
TC Action	915	C	0
Cost Val	\$174,470,000		
Land Val	\$69,300,000	\$/SF	1,166.84
Inc Bldg Val	\$285,287,000	\$/GSF	0.00
Projected Tax	\$17,162,024	Tax per GSF	0.00
Sale Date	2/3/1999	Sale Price	\$75,000,000
		Valid	Q

- b. Multiply this new building value by 20% using the "percent complete" function in the 'Actual Income' screen. Do this by inputting a '2' in "Special Bldg. Adj." in the Depreciation screen and inputting a 20 in percent complete (save before leaving the screen):

Depreciation

Section Level Depreciation

Year Built	1965		
Effective Year Built	1995	<input type="checkbox"/> OV EYB	
Functional Obsolescence		Funct. Comment	
External Obsolescence		Ext. Comment	
Special Bldg Adj.	2: Abandoned		
Percent Complete	20		
Depreciation Code	G: Good		
Remodel Rating			
Year Remodeled			
Section Override	Initials		

1. Assign a FMV to the land and building adhering to the criteria:

IF the value of the building has increased when compared to prior year, leave both the land and building value unchanged – hence no change in value for overall parcel from last year.

IF the value of the building has decreased compared to the prior year building value, reduce value of the building only. The building value has a floor of \$1,000; no further decrease will be reflected.

NOTE: The percent complete function reduces the total parcel value by the percent that was indicated. However, it is appropriate to only reduce the building value by this percent. This is reconciled by changing the "Value Source" on the 'Value Summary' screen to a 'C' from an 'I', then entering the calculated building value in the "Appraised" and "Market" fields at the bottom of the 'Depreciation' screen:

	Value	Type	Reason	Date	ID	Comment
% Good Ovr	Remove			Select a date 1.5		
Misc. Improv	Remove			Select a date 1.5		
Cost To Cure	Remove			Select a date 1.5		
Override Appraised Bldg		Override Assessed Bldg		Initials		

Double check the total value in the 'Value Summary'. You should see an unchanged land value and a building value equal to the building override value.

Example 1- New value is less than previous year's:

A boarded TC2 parcel was valued at \$640K last year with the land valued at \$440K and the building \$200K. This parcel is BCAT/SubCat DR31/1 at the 50th percentile the income/sf is stated to be \$26.08, expense at \$11.34, and cap rate of .067; the effective tax rate is .05931. The building has 10,500 sq ft.

Income..... 10500 x 26.08
 Expense 10500 x 11.34
 NOI 154,770
 Loaded cap rate 0.1263
 FMV \$1,228,333

From this FMV figure, remove the land value, and apply the 20% completion to this new building value (requires Special Building Adjustment of code '4')

$\$1,228,333 - 440,000 \text{ (land value)} = \$788,333 \times 0.20 = \$157,666$.

Last year's building value is greater than the valued arrived at via the income approach using this year's Guidelines with the 20% completion adjustment. The adjustments to be made are such:

Land Remains at \$440K

Building Value reduced by $(200,000 - 157,666) \$42,333$ bringing it to \$157,666 – this is what goes in the "Bldg. Override" section in the 'Depreciation' screen.

New FMV (parcel)..... \$597,666.

In case of "Physical deterioration", this \$42,333 will post as D- in RFC screen, otherwise for "Functional/Economic Obsolescence" the difference value \$42,333 will post as E-.

Boarded and Abandoned Example 2 – New value is greater than previous year's:

A boarded TC2 parcel was valued at \$1.1MM last year with the land valued at \$900K and the building \$200K. This parcel is BCAT/SubCat DR33/1... at the 50th percentile this parcel has an income/sf of \$36.03, an expense of \$14.28, and cap rate of .072; the effective tax rate is .05931. The building has 12,000 sq ft.

Income..... 12,000 x 36.03
Expense 12,000 x 14.28
NOI 261,000
Loaded cap rate 13.131
FMV (pre-adj) \$1,987,663

From this FMV figure, remove the land value, and apply the 20% completion to this new building value (requires Special Building Adjustment of code '4')

$1,987,663 - 900,000 \text{ (land value)} = 1,087,663 \times .2 = \$217,533 \text{ (new building value)}$

Last year's building value is less than the value arrived via the income approach and completion adjustment. The adjustments to be made are such:

Land Remains at \$900K

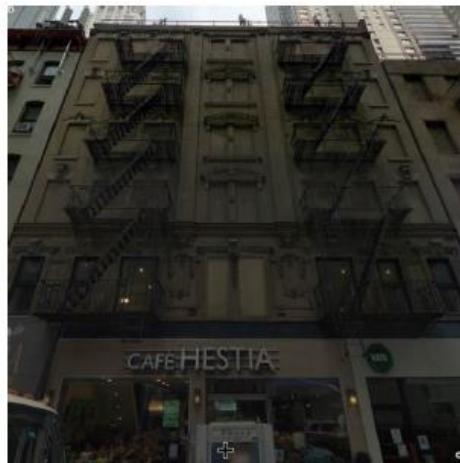
Building Value reduced by $(200,000 - 217,533)$ \$0 – remains at \$200K.

New FMV (parcel).... \$1,100,000

NOTE: Percentage complete is applied to the entire parcel value, so check that building value is not overly reduced when applying this function. You will need to override the building value on the 'Depreciation' screen in such cases.

Partially Vacant and Boarded: Subarea VNB

Vacant and Boarded is a subarea type in Vision, referred to as "VNB". It is only to be used for buildings that are **partially** vacant and boarded. In such buildings, the building class is determined by the predominant active use.



For example, if the first floor is retail and the upper and the upper two floors are vacant and boarded, the predominant active use is retail, and the parcel is classified as a 'K4'.

The subarea of "VNB" does not contribute to Gross Building Area or residential Square Foot of Living Area. This will allow the assessor to get a true income and expense for the active space. Do not add additional income or expense for the vacant and boarded square footage.

Building Area Summary				
Sect Num	Subarea	Description	Gross Area	Income Units
1	HTL	Hotel	30413	56
1	RET	Retail	4200	0
► 1	VNB	Vacant & Boarded	2100	0

Add	Delete
Sect Num	1
Subarea	VNB: Vacant & Boarded
Gross Area	2100
Income Units	0

Triple Net Leases

It is critical to evaluate all I&E filings and determine the primary lease type to be used in valuation. Sometimes an owner files the RPIE, sometimes the net lessee files and other times both the owner and the net lessee file. It is the task of the assessor to evaluate and determine the appropriate income and expenses as well as the primary lease type. In these mixed filing situations, **care should be taken to not make extreme changes without support.**

Please note comp rent is not an appropriate valuation methodology for NNN properties.

Primary Lease Type field on Actual/Adjust Income screen and on Income Summary screen includes a choice of NNN. Selecting NNN eliminates the effective tax rate from the total cap rate calculation.

Account Data			Cap Rate / GIM	
Tax Class	4	Filing Status	Reg/Unreg	
Building Class	K4	Predominant	Retail w	
Data Time Period	1/1/2020	to	12/31/2020	
Data Status	2	Data Source	R	
TC Action	915	C	0	
Cost Val	\$832,000			
Land Val	\$450,000	\$/SF	205.39	
Inc Bldg Val	\$1,274,000	\$/GSF	284.95	
Projected Tax	\$83,454	Tax per GSF	18.67	
Sale Date	Sale Price	\$0	Valid	

Income Approach:	(I)Import
Base Cap Rate	10.57000
Eff Tax Rate	4.84000
Tot Cap Rate	10.57000
Gim	0
Primary Lease Type	NNN: Triple Net Lease
Type of Rent	

Evaluating the lease type – Gross or Triple Net

In many cases, RPIE filings are marked as triple net lease, but are systematically determined to be gross and are loaded into Vision as such. Likewise, an income and expense filing may be indicative of a net lease situation, but it doesn't state that it is a net lease.

By definition, in a triple net lease, the tenant pays all the expenses. If the tenant is the filer, the tenant's I&E should show the full range of expenses, however, these expenses would not be used in a net lease situation. If the owner is the filer, there should be no expenses, although DOF policy will allow insurance and management as legitimate expenses. If real estate tax escalation is shown as income, remove it if you are treating the filing as a net lease.

Valuation as an NNN

Value as a Net Lease – change the Primary Lease Type to NNN. The NOI, which consists of the net lease less the minimal management and insurance expense, is divided by the Total cap rate (equal to the base cap rate). With the primary lease type as NNN, the effective tax rate is no longer part of the overall cap rate. If the resulting market value is less than that of the prior year's final value, use the prior year final value, exclusive of physical changes, regardless of any Tax Commission action.

Value as a Gross Lease

If you determine that the filing is not a net lease, leave the Primary Lease Type as a gross lease (G) and value according to the normal rules in the guide.

Hybrid Valuations - Cooperatives and Condominiums

Hybrid valuations are used when a coop development has a significant number of unsold units generating income for the building. Some condominium buildings, especially recent construction, are leasing out unsold units and may have very low vacancy levels because of this practice. The same is also true for cooperatives in which some units are unsold and being rented. Coops and condos that have been sold do not generate an income for the building; even if these units are rented it does not change anything from a valuation perspective because the rent goes to the owner of the unit.

In most situations you will not need to use hybrid valuation. Only use a hybrid valuation for properties in which the number of unsold units is 10% or more of the total units, and an itemized RPIE was filed. Assessment Review will provide you with a list of such properties. For properties that fall below the 10% threshold, do not use rent from unsold units.

NOTE: Maintenance fees are not considered income for valuation purposes.

NOTE: Hybrid valuation can't be used on parcels that have filed the short form RPIE.

The following example outlines the process for hybrid valuation:

Cooperative Hybrid Valuation

Gross 441dg. sq. ft: 119,000

TTL units: 125

Unsold regulated units: 42

Filed regulated income: \$481,577/year

Unsold unregulated units: 23

Filed unregulated income: \$494,400/year

Sold units: 125-65 =60

SECTION F - ADDITIONAL REQUIRED INFORMATION

TO BE COMPLETED ONLY IF THE PROPERTY IS A COOPERATIVE OR CONDOMINIUM

Property Type:

Cooperative

of Units Annual Income (\$)

1. Unsold Occupied Units:	Regulated: 42	481,577
	Unregulated: 23	494,400
2. Commercial Units that are Leased:	0	0
3. Commercial Units Owned and Occupied by a Cooperative/Condominium Owner:	0	

Vision selected comps:

Comp #1 60,480 sq. ft. 64 units \$14.45/sq. ft.

Comp #2 54,000 sq. ft. 61 units \$14.84/sq. ft.

Comp #3 110,604 sq. ft. 125 units \$16.61/sq. ft.

Using income per sq. ft. Comp #3 (use comparable that best suits the subject property)

TTL comp income: \$16.61/sq. ft. x 119,000 sq. ft = \$1,976,590

Income per unit: \$1,976,590/125 units = \$15,813 per unit

Income for sold units: \$15,813 /unit x 60 units = \$948,780

Income from unsold units: \$481,577 + \$494,400 = \$975,977

Global residential income adjustment = 2.0%

Adjusted income from unsold units = \$975,977 X 1.02 = \$995,497

TTL income: \$995,497 + \$948,780 = \$1,944,277

TTL income/sq. ft.: \$1,944,277 /119,000 sq. ft. = \$16.34/sq. ft.

To enter this information into Vision, go to the Final Override tab on the Income Summary screen and select the approach you wish to use to value the parcel. This will populate the Final/Override tab. Select Override (O) in the switch approach box and enter B into income source for GI and EXP. With an income factor of \$16.34/ sq. ft. you will be able to determine the expense psf. From the VIGAM table in Vision. The cap rate will populate automatically based on the VIGAM table.

Final / Override		Pre CBN Value		
	Value	\$/GSF	MR/Unit	Src
GI	232,179	51.93	9,674	B ▾
ADJ	0	0.00	0	
ADD	0	0.00	0	▼
AGI	232,179	51.93	9,674	
EXP	6,521	1.46	272	▼
EXP Ratio		2.81		
NOI	225,658	50.47	9,402	
Base Cap	10.520			
Eff Tax Rate	4.840	% Taxes/GI	44.72	
Total Cap	10.520			
Inc Val	2,145,038		479.77	
Exc Land	0		0	
Total Val	2,145,000		479.77	
Replace Pre CBN Snapshot				

Non-Filer Valuation – Comparable Rent

Comparable Rent

State law requires Finance to value cooperative and residential condominium buildings as if they were rental apartment buildings, which means these properties are valued using the income approach (primarily comparable rent). The market value is not to be based on the sales price of individual co-op or condo units but on an estimate of the rent that would be charged for the units if they were rental apartments.

Note: Coops and condos are defined by their ownership, not by physical characteristics. Supervisors should be consulted before reclassifying these properties.

The Comp Rent method is primarily used by assessors when the property has none or an inadequate income filing for TC 2 & 4 parcels. The logic that produces the default Comparables is designed to work as best as possible for the greatest number of properties possible. Comp rent values are not necessarily roll ready; it is up to the Assessor to fine tune as needed.

Finance uses rental income generated from similar properties to value cooperatives and residential condominiums. Comparable properties are selected based on a combination of factors such as: location, building age and construction. Additionally, adjusted comps are adjusted to the physical characteristics of the subject property. For this reason, adjusted comps are set as default values when available. For example, when an older building is used to value a new building (the subject) the income/sq ft of the comp is adjusted upward to account for the difference in age – this is done for other characteristics such as size and location differences.

The logic which populates the five default Comparables on the front window is developed in house and varies by Building Class. The logic that populates the list of twenty Comparables in the Custom Comps window is Vision's internal logic. Since separate logic controls the default Comparables and the Comparables in the Custom Comps window there are instances when one or more of the defaulted Comparables do not appear on the list of twenty.

The use of Alternative Comps is an acceptable approach. Once 80% of RPIE Filers are valued Alternative Comps will be produced and disseminated.

NOTE: As stated, Comparables are automatically chosen based on many characteristics, however if the provided comps do not accurately reflect the value of the subject property, assessors should choose their own properties that provide a more accurate comparison. Alternatively, instead of choosing properties, assessors may make an adjustment in the final override section. For example, a Tax Class 2 building may include a residential building that has a store which is selected as a comp for a similar building that does not have a store, or conversely, a building without a store being used as a comp for a building with a store.

To use the comparable rent income method:

1. Review the selected properties (maximum of five) that are provided to you; these have been identified as suitable comparable candidates for the property being valued. Based on a variety of factors, these comps have been identified as those with the highest comparability.

2. If in your judgment the selected properties do not represent the best comps for the parcel, you may review the list of the twenty Comparables by clicking on “custom”. Doing so will negate the comp adjustments to income and NOI calculated by the model. From then on, you will be working with unadjusted income of the comparable property and no adjustment will be calculated for you by Vision.
3. You may deselect any of the comps and/or replace them with the most appropriate ones from the list of 20, or you may use Comparables you have identified as more appropriate. If you choose to use parcels from the list as Comparables. Click “ok” to select them – this will replace the originally selected comps. Note: It is recommended that you select a minimum of three comps for valuation integrity when possible.
4. The Process is:
 1. Deselect the current inappropriate comps.
 2. Select “Add Assessor Override Comp”. This action will allow you to enter a BBL in the parcel select search screen. Once the BBL is entered and you hit select, the new comp will appear at the top of the custom comps list in yellow. This action can be repeated to add additional comps.

Note: If your property has been identified as one requiring a hybrid valuation enter a ‘B’ onto income source

When choosing comps, be aware of the presence of billboards or cell sites on the comparable properties. This can be verified in the “Building Size” screen in Vision.

The information may also appear on the “Comp Rent” screen with the variable name “DISPCLT” for cell towers and “DISPSBD” for billboards. A “1” would indicate a presence, while a “0” would indicate an absence for “DISPCLT” or “DISPSBD”.

5. Enter a justification in the COMP property note for any comp override, whether you chose solely from the list of twenty or supplied your own comps. It is very important that the explanation for any override is documented in Vision.
6. **Expenses:** If comparable expenses are not appropriate for the subject, they can also be derived from the VIGAM table or alternative comps.
7. In cases where the income of the comp selected is below the default income for the BCAT (viewable in by clicking “Toggle Rates”), use the default level of expense in the VIGAM table.

To adjust expenses, in edit mode, change the switch method from “Comp Rent” to “Final Override” in that order, and select the Income Source “CE”. Click on “Toggle Rates” on the Actual/Adjusted screen to open the VIGAM table. Search for the income quantity that matches the selection and type the associated expenses into the expenses field in the Final/Override tab. NOTE: If the income amount for the property is below the median for that BCAT, input into the Final/Override, the median expenses from the VIGAM table. Additionally, instead of using toggle rates, you can find the same information in the detailed guidelines. Type the expense associated with the default income range for the BCAT, viewable in the VIGAM table by clicking “Toggle Rates”:

Select "CE" from "Income Source" table:

VIGAM Table for K132					Unit: 2 Avg Unit Sz: 1 Income Approach: O: Override Year: 2022	CALCED BY CAP	Toggle Rates
Rates					Value Statement		
VIGAM Table for K132					Value	\$/GSF	MR/Unit
Name	Def	Rent	Exp	Cap	Gl: \$232,179	\$51.93	\$9,674
12590		421.03	100.84	0.10280	ADJ: \$0	\$0.00	\$0
12591		421.07	100.85	0.10280	ADD Bl: \$0	\$0.00	\$0
					Agi: \$232,179	\$51.93	\$9,674
					Exp: \$6,521	\$1.46	\$272
					Noi: \$225,658	\$50.47	\$9,402
					Inc Val: \$2,145,038	\$479.77	97.19%
					Exc Land: \$0		
					Tot Val: \$2,145,000	\$479.77	

Select "CE" from "Gross Income Source" dropdown:

Final / Override	Pre CBN Value	VIGAM	Import
			Value
GI	232,179	\$51.93	9,674
ADJ	0	0.00	0
ADD	0	0.00	0
AGI	232,179	51.93	9,674
EXP	6,521	1.46	272
EXP Ratio		2.81	
NOI	225,658	50.47	
Base Cap	10.520		
Eff Tax Rate	4.840	% Taxes/GI	44.72
Total Cap	10.520		
Inc Val	2,145,038		479.77
Exc Land	0		0
Total Val	2,145,000		479.77
<input type="button" value="Replace Pre CBN Snapshot"/>			

GI: 232,179
 3: Net Lease
 6: Change in lease or building status
 7: Unaccounted owner occupied space
 8: Clerical error correction
 9: Field Inspection
 B: Hybrid Valuation
 C: CBN Change
 CE: Comp Expenses
 CV: Conversion
 G: Guidelines
 H: Hotel
 SC: Sign and Cell Added Income
 T: Trended Income & Expense
 X: Assessor Selected Comparables

8. Vision will divide the net operating income (NOI) by the appropriate cap rate to generate a market value. An important feature in the Comp Rent screen is the ratio of current unadjusted values to last year values.

Alternative Comps

Each year Property releases a listing of alternative comparable rentals in an Excel format. This tool, which includes all income-valued filers, is made available after the Tax Class 2 and Tax Class 4 filers are > 80% complete.

Separate workbooks are created for Office, Retail, Industrial, Garage/Gas and Residential parcels and would include data relevant to valuation. Please note that unlike comps found in Vision, alternative comps have neither weights nor restrictions. The purpose, therefore, is to provide assessors with a complete pool of parcels from which an analysis/comp selection may occur.

An example of a Tax Class 4 building may include an office building where a large atrium exists thereby skewing the square foot factors. Always remember to adequately document via a COMP property note as to why the default Vision comps were inadequate.

After selecting appropriate alternative comps, click “switch approach” in the Vision Income screen from Comp Rent to Override. This action will pass the income and expense figures from the selected comps into the Override box in Income Summary. From the override box you can make additional adjustments to both I&E.

Tax Class 2 Regulations

BCATs Defined

Rent control and rent stabilization are two types of rent regulation in New York State. An apartment not subject to these regulations is considered unregulated. An individual tenant's rights will depend, in part, upon which regulations apply, although some apartments may fall under more than one category. Other housing programs and assistance terms are also included below. For details visit <https://hcr.ny.gov/tenants> and <https://rentguidelinesboard.cityofnewyork.us/>

Rent Control

Rent control limits the rent an owner may charge for an apartment and restricts the right of the owner to evict tenants. The rent control program applies to residential buildings constructed before February 1947 in municipalities that have not declared an end to the postwar rental housing emergency. In New York City, each rent-controlled apartment has a maximum base rent that is adjusted every two years to reflect changes in operating costs. Tenants may challenge increases if the rent being charged by the landlord exceeds the legal regulated rent, the building has housing code violations, the owner's expenses do not warrant an increase, or the owner is not maintaining essential services.

Rent Stabilization

In New York City, apartments are generally under rent stabilization if they are:

- In buildings of six or more units built between February 1, 1947, and December 31, 1973.
- In buildings with three or more apartments constructed or extensively renovated on or after January 1, 1974, with special tax benefits.

Rent controlled units may exist in buildings built prior to February 1, 1947, and tenant moved in prior to June 30, 1971.

Other Subsidized and Public Housing Programs

Mitchell-Lama

Mitchell-Lama housing provides rental and cooperative housing for middle-income tenants. For state and city-sponsored Mitchell-Lama housing, tenants must meet eligibility requirements including income, family size and apartment size. Each development sets its own restrictions.

Public Housing

Federally funded programs in which state-chartered authorities develop and manage public housing developments, subject to federal, state, and local laws and regulations. Tenants in public housing are entitled to an administrative grievance process administered by the local housing authority before they may be evicted.

Section 8 Housing Assistance Programs

The Section 8 Housing Assistance Payments program is a rent and mortgage subsidy program that assists eligible low-income or displaced families, senior citizens, and disabled persons in obtaining housing. Families receive a rental subsidy, known as a housing assistance payment, or a mortgage subsidy towards payments to purchase a home, equal to the difference between their share of the rent, (based on their income) and the approved rent or mortgage for the unit. Eligible families and individuals are subject to statutory income limits.

Regulated/Unregulated Flag

The New York State Division of Housing and Community Renewal (DHCR) maintains records of apartments that are regulated. For the purposes of valuation, a property defined as regulated carries a BCAT of RR31, RR32 or RR33 while a property defined as unregulated carries a BCAT of RU31, RU32 or RU33. Additional codes exist for condominium and coop parcels and are listed in the Guidelines out on SharePoint.

If during your analysis you determine the assigned BCAT is inappropriate for the residential property you are valuing, speak with your supervisor as they have been granted access to override the BCAT. Provide sources of information and document your recommendation in Property Notes.

The default line item of residential income in Vision, as indicated by the highlighted line item below, is the total Residential Apartment income (Income Code 601). This line contains income for any filed regulated (Code 602), unregulated (Code 603) and government subsidy (Code 616).

Although changes to the total adjusted gross amount can still be made, adjustments can also be made for each line code.

In the example below, an add back is required to either the regulated or unregulated portion of the filed income. That specific line can be overridden.

Income	Expenses	Notes	Add I&E Note	BCAT											
Inc Cd	Income Type			SUB CAT	GSF	Units	Rep Vac	Rep OO	Actual Income	\$/GSF	MR/Unit	Adj Flag	Adjusted Income		
601	RES APT	RR32: REG RENTAL: ELEV. PRE-1973		-	1	34,736	135	4,000	0,000	1,088,116	31.33	672	Y	-	1,104,677
602	REGULATED APT	RR32: REG RENTAL: ELEV. PRE-1973		-	1					328,114	0.00	1,823	Y	-	333,108
603	UNREGULATED APT	RU32: UNREG RENTAL: ELEV. PRE-1973		-	1					760,002	0.00	2,879	Y	-	762,670
605	RETAIL	K135: SM MIX USE RET-W59TH/E96TH-125TH - RETSF<10001		-	1	1,000	0	3,000	0,000	89,500	89.50	0	Y	-	89,500
618	CELL TOWER	NC		-	NC	0	2			0	0.00	0		-	
Create/Delete Income Account				GSF	Units	Actual Income	\$/GSF	MR/Unit	Adjusted Income	Adj \$/GSF	\$Adj MR/Unit	\$Add-Back Values			
<input type="button" value="Create"/>	<input type="button" value="Delete"/>			35,736	37	1,177,616	32.95	716	1,194,177	33.42	726	Vac		0	
Residential Apartment Valuation By: the RES total (Code 601)												OO		0	

Modeling has developed expense maximums per square foot for all TC 2 residential rental, coops, and condominiums as well as Tax Class 4 office, retail, industrial, garage, loft, and self-storage BCATs. Tax Class 2 building classes include C1, C4-C9 and D0-D9. Note that these building classes can also be used for TC 2ABC parcels.

Other Income Approaches

Import Tab

Values located in the import tab are modelled values. Model development is done using regression analysis. Most TC2 parcels will have a modelled value in import tab. Import values will be produced but **these will not be pushed to the value source**.

Value Income Generated Assessment Model (VIGAM)

Value Income Generated Assessment Model (VIGAM) is a tool that provides an expense and capitalization rate for every income point per square foot. Building categories (BCATs) are created that differentiate properties based on income range, use, location, and other characteristics. Finance creates a table that allows assessors to match categories and income with the associated expense and cap rate. The VIGAM method is used when there is no actual current year filing or when the comp rent method does not produce sufficient Comparables or the import tab value is also insufficient. In these instances, the median income on the VIGAM may be used as a starting point. Additionally, VIGAM may be used where there is a filing in one of the prior two years, but not in the current year filing. In this instance, Vision will trend that filing based on rates developed by Assessment Review. With VIGAM, the expense per square foot and cap rate is automatically selected from the tables based on the income per square foot selected by the assessor. Vision will then divide the net operating income (NOI) by the appropriate cap rate to generate a market value.

Tax Commission Considerations in Valuation

The Property Review and Assessment Defense (PRAD) Unit (created in 14/15) is supported by many other Property staff and has prepared for and attended thousands of hearings. The focus areas for PRAD are high-values (>\$75M AV), yo-yo (fluctuating) values and potentially undervalued properties – mostly in Manhattan. The PRAD Unit staff will be working during this valuation season to pass important information to assessors and monitor certain parcels.

Tax Commission Actions (Vision)

In the Actual/Adj Income and Income Summary screens all ACCEPTED Tax Commission Actions are available. Vision captures the value adjustment made by the Tax Commission and displays a three-digit Reason Code (Code 120 for example below) followed by:

- NO “R” for Reduction (before the final roll) or,
 - “R” for Remission (after the final roll)

And then a dollar amount, which is 54963667 shown in the example below. This dollar amount represents the market value cut by the Tax Commission. Vision divides the Tax Commission's cut amount in assessed value by .45 to produce a market value cut equivalent.

If the Reason code (900's) is followed by a "C" and no dollar amount, this means that the assessed value was confirmed because either the Tax Commission confirmed the DOF assessed value, or the Owner Representative "passed" at the hearing and there was no change in AV. No code means that there was no Tax Commission action.

A full list of Tax Commission reason codes is located on the G drive:

G:\Property\TC Reason Codes.xls

Assessor checklist for Tax Commission cuts or undervalued (TC 908) parcels

- Check Vision for a Tax Commission cut. Attempt to determine the reason for the cut.
- Take the Tax Commission Action into account, if appropriate.
- Document your valuation well. In your Vision notes, please state "TC action considered."
- Do not value a parcel below the TC value (including cut), unless there is a good reason. (e.g., dramatic change in building conditions since TC cut)
- Tools are available, including PRAD and Quality Assurance supplementary lists, Vision associated documents, hard-copy PRAD case folders, and PRAD Unit assessor work-up/decision documents. Contact names by category are available on the "Tax Commission" page in the "Supplemental" section.

Expectations for Assessors:

- Be aware if the parcel you are valuing had a Tax Commission cut for the last fiscal year.
- Determine the reason for the cut. Ask the PRAD staff for help.
- Take the Tax Commission Action into account, if appropriate.
- Document your valuation well, so any explanations could be used in a future hearing. In your notes in Vision, please state "TC considered."
- Do not cut the value of a parcel below the Tax Commission value (including cut), unless there is a good reason and then document the reason.
- Document unreasonable inconsistencies you observe between the RPIE and TCIE filings.
- If you have information on the comps used by the Tax Commission, look to see if those are appropriate comps. Doing this will help to determine the validity of the Tax Commission action. Document all in COMP notes.
- Be aware if the parcel you are valuing may be undervalued. Investigate why and document your changes.

Additional information

1. PRAD notes in Vision, if available, should be viewed prior to valuation. Assessors should pay close attention to information related to vacancy, owner occupancy, lease, free rent, lease termination, NNN, comps, recent sale, TI & LC, and income & expense information.
2. Additionally, PRAD notes requesting follow-up by assessors' regarding descriptive changes such as square footage, building class, change in use, physical changes/construction, renovation, office ratings, other extraordinary circumstance (e.g., Fire, Sandy etc.) and future changes should be followed up with a field inspection, if appropriate.
 - Vision should be updated accordingly.
 - If available, view TC 159s and Rent roll for relevant information in the "Associated Documents" tab, prior to valuation.

Cost Approach for Specialty Properties

The cost approach seeks to determine the replacement cost new of an improvement, less depreciation plus land value. For specific specialty properties for which no income guidelines currently exist, a cost value (often trended over time) is in place:

Theatres

Theatres will be handled centrally except for vacant buildings and those undergoing physical changes, which assessors should value directly.

Specialty Properties (houses of worship, educational institutions, hospitals & places of public assembly)

Property uses either Cost or Trend to value properties that were either built with a specialty purpose or where the use of the property is atypical for valuation. Some examples of these properties include churches, schools, museums and places of public assembly and vacant land that has a unique purpose.

The income approach is used to value some specialty properties, including schools, medical facilities, and miscellaneous leased properties (Z category) that file income and expenses. Where applicable, comparable properties will be used in the valuation.

Utilities

The Department of Finance generally uses the cost approach to value the facilities of major utility companies such as Con Edison and Verizon as well as those of smaller companies that have equipment (generators, UPS systems and cellular sites). Valuation of utilities will be conducted by REUC assessor. Please note that there is an REUC specific RPIE filing.

Note: Only tenant owned Emergency Back-Up Generators (EBG) require a separate REUC RPIE filing. REUC sends out an annual EBG questionnaire which both owners and tenants are requested to complete. Only EBG's that are tenant owned are required to file an RPIE.

PHYSICAL CHANGES

A physical change is a change to a property that involves renovation, new construction, or demolition. Record every physical change in the existing physical change property note type (PHYS). When recording changes, include all changes to square feet, value and % complete. Additionally, complete the alteration section on the Depreciation Screen in Vision 6.5 (Supplemental Data Screen in Vision 8).

What from the Department of Buildings is included in the BIS Inventory and/or DOB NOW?

- ALL NEW BUILDING NOTICES
- ALL DEMOLITION NOTICES
- ALTERATION NOTICES.... A1
- ALTERATION NOTICES A2
 - a) (Est. Cost >100,000 TC1, TC2A,2B,2C)
 - b) (Est. Cost >200,000; TC2, TC4 outer borough)
 - c) (Est. Cost > 1,000,000; TC2, TC4 Manhattan)
- ALTERATION NOTICES.... A3
 - a) (Est. Cost > 1,000,000)
- ANY ALTERATION NOTICE THAT CONTAINS VERTICAL/HORIZONTAL EXTENSION IN THE JOB DESCRIPTION

Assessors have three sources to become aware of a physical change:

- Review of all the fields contained in the “Building Information” screen which includes construction detail.
- BIS inventory spreadsheet and DOB NOW, which maintains both the DOB and Finance list of physical changes.
- Visually identify a physical change during field visits, administrative inspection survey or desktop review.

Vision Input Requirements for a Physical Change:

NOTE: In Vision 8, Physical Change data that used to reside in the “Depreciation Screen” will now be present in the “Supplemental Data Screen.”

- Update any changes to square feet, value and % complete.
- Visit History, and any associated documents, photos, or screenshots.
- Update the alteration section on the ‘Depreciation’ screen where appropriate.
- BIS code, BIS percentage, Bldg. Status are on the Depreciation Screen in Vision 6.5 now on the Supplemental Data Screen in Vision 8.
- Insert a PHYS note including BIS code, Percent Complete, Description of Observations, Job Number, Valuation Method, Added Physical Change Type and Value Change Amount

Example: PHYS Note for an Alteration in Progress that is valued at 50% complete with partial demo: **AIP, 50% complete, Windows and Interior Partitions Installed, BIS Job#123456789, IGIM Avg- Median, partial demo, D- 3,000, A+ 77,000.**

Additional Requirements if a Condominium:

- BIS code changes and changes in the value of the physical change are to be input at the suffix/main level (not the unit level)
- **Remember to insert the following on the Suffix level:**
 - Any associated documents, photos, or screenshots
 - PHYS Property note with the number of the units within the particular Condo suffix that are undergoing a physical

Updates to Vision should be completed within ten (10) business days after a field inspection. Each update must be accompanied with a property note.

Assessors should reflect physical activity for the current assessment year. If you discover an alteration or new building for which value was not reflected in the year the alteration or new construction occurred and the work is continuing, reflect this in your valuation via a Physical; if work was completed more than twelve months before, bring this property to the attention of your supervisor and SSA who will advise you on how to proceed. The BIS codes to be entered into the “Vision Depreciation” screen are listed on an individual page in the Guide.

In cases of demolition of a property: If the property previously qualified for the STAR exemption, the Exemptions must be removed prior to valuation. Please see the Exemption Removal Section of the Guide for additional details.

NOTE: Assessors must document every physical inspection with a date-stamped photograph. Any photographs taken must be uploaded into Vision. Similarly, assessors are advised to take photos of special projects with inspections.

In valuing an income-producing property undergoing a physical change, ensure that you take into consideration the income the property can demand at its location. The value attributable to the physical change should not exceed the value derived by the income approach. Likewise, the value of the physical should not exceed the value derived by the comparable sales approach for Class 1 properties.

Reminder: Vision has been configured to adjust income valuation based on percentage of building complete in cases of significant renovation or new construction. This provides for a pure income analysis with an adjustment at the end for % of construction complete. This allows for NOI and cap rate work ups in Vision without any need to adjust any component for percent of work complete. It is required to enter a ‘Special Building Adjustment’ code in the ‘Depreciation’ screen before entering a % complete, as a whole number. The applicable code types are 1, 4 or 7.

The ‘Apply Construction %’ function on the ‘Actual/Adj Income’ screen in the Income Valuation portion of Vision 6.5 **should not be used** as it applies the ‘Percent Complete’ to both the land and the building. The assessor should instead utilize the building residual technique. Applying the ‘Percent Complete’ to the building value only.

As explained in the Boarded and Abandoned section, the building value must be overridden in the ‘Depreciation’ screen by entering new calculated building values in the ‘Building Override’ fields at the bottom of the screen.

Depreciation

Section Level Depreciation

Year Built	1929	<input type="checkbox"/> OV EYB
Effective Year Built	1991	<input type="checkbox"/> OV EYB
Functional Obsolescence		Funct. Comment
External Obsolescence		Ext. Comment
Special Bldg Adj.		
Percent Complete		
Depreciation Code	G: Good	
Remodel Rating		
Year Remodeled		
Section Override		Initials

Leaving edit mode on, switch to the ‘Actual/Adj Income’ screen in the Income Valuation portion of Vision and click on the check box ‘Apply Construction %’ for new buildings (see below) – In Vision 8 this will decrease the market value of the parcel **by adjusting the value of the building** (will be changed to a negative value if % complete is low enough).

Constr % complete	<input type="checkbox"/>
<input type="checkbox"/> Apply Construction %	
Complete to Income Value	

Lastly, ensure that the “Change Type” field in “Value Change Maintenance” is not set to an equalization, “E”. There should not be an increase of “E” if work has stopped.

As explained in the Boarded and Abandoned section, the building value must be overridden in the ‘Depreciation’ screen by entering new calculated building values in the ‘Building Override’ fields at the bottom of the screen.

IMPORTANT NOTE:

In instances where a physical will lead to a change in Tax Class, post and save the Tax Class/Building Class change first before adding a physical. This will ensure that the physical generates an AV change at the correct assessment ratio.

IMPORTANT NOTE:

In cases where an assessor is making a correction to an excessive alteration (A+) during the next, subsequent roll year period, use D- rather than A- for the correction.

In cases where corrections are being made during the same year period:

NP+.....value increase for new building in progress first year.

NP-.....progress assessment reduction for new building first year.

B+.....value increase for new building in progress, second or subsequent years.

B-.....**progress assessment reduction** for new building, **second or subsequent years**.

A+.....alteration increases for any year.

A-.....alteration reduction **correction** during **same year**.

D-.....alteration reduction **correction** during **subsequent years**.

D-.....demolition reduction for any year.

BIS and Physical Change Codes

Every year the Buildings Department provides Property with an inventory of all new buildings, demolitions, and alterations for which it issued permits. Assessors have been provided with lists referred to as either the DOB NOW or Building Information System (BIS) Inventory of those buildings projects in each geographic district. Assessors are responsible for conducting a physical inspection of each property by January 5, and preferably early in the season, and recording their observations in Vision on an ongoing basis. DO NOT wait to record your observations at the end of the season. In addition to the DOB list of properties (indicated by source code "I" on the BIS inventory) there are other Department of Finance reported physical properties that have had a physical change in the last four years.

The BIS Inventory list contains nearly all records that are relevant for permitted construction related valuation and is updated periodically throughout the valuation season. Source Code provides the reason that a parcel is on the inventory:

- Source Code "I": presence of a DOB job type (New Building, Major/Minor Alterations, Demolition)
- Source Code "P": physical changes without a corresponding DOB job
- Source Code "C": parcels with a BIS activity code in Vision indicating ongoing construction activity
- Source Code "D": parcel is in the Flip Sales List
- Source Code "E": parcel has a J-51 or ICAP/ICIP
- Source Code "F": Illegal construction complaints received by DOB

Once you have identified the appropriate type of work and its status post field inspection, enter the appropriate BIS code and BIS percentage into Vision on the Depreciation page in Vision.

BIS codes and BIS percentage on Vision Depreciation screen are to track the construction process for the parcels with active construction. Therefore, it is essential that the tracking (BIS code) is aligned with the physical change valuation. Any BIS code and BIS percentage changes/updates on the Depreciation screen are to be done by the assessor or supervisor that is valuing the parcel.

WHEN TO CHANGE BIS CODE AND PERCENT COMPLETE:

Tentative Roll Period: It is imperative that any changes on the BIS codes and BIS percentage are to be done during tentative roll at the time of physical (construction related) valuation entry as part of physical change entry. **If there are multiple ongoing jobs with the same job type and only one job is complete do not change the BIS Code to complete until all jobs are accounted for.**

Increase by Notice: If the physical valuation is taking place during Increase by Notice period, then the value must reflect the condition of the construction as of January 5th taxable status deadline and BIS code and BIS percentage (percent complete) can be updated at the time of valuation reflecting BIS code and percentage completed as of Jan 5th taxable status deadline.

Progress Assessment: There should be NO BIS code and NO percent complete changes on the Depreciation Screen during Progress Assessment.

Even if the progress building value is removed for a parcel that is entitled to progress removal based on Admin Code 11-209, the BIS code and Percent Complete must stay the same as tentative roll valuation.

The alternating scenario is also true; even if there was no progress removal and the building was complete at the time of progress assessment, **there can be NO changes to BIS code and Percent Complete during progress assessment. A BIS code of "complete" during Progress Assessment will result in all jobs being removed from the inventory without having the associated remaining physical building value addition.** The change in BIS code for this scenario is to be entered during the following tentative roll when associated value increase for the incremental percentage change is getting entered as physical building value.

More information on progress assessment can be found in PROGRESS ASSESSMENT and PROGRESS REMOVAL RULES section.

Additional Note:

Throughout the year Assessors or Assistant City Assessors (ACA) can come across construction activity during Field Inspections, Administrative Inspection Survey or Cyclomedia Desktop Review Project. Assessors and ACA's that are not in charge of valuation of that particular parcel can still update other Vision Screens such as Visit History screen and update Property Notes using note type (PHYS) with the suggested BIS code changes, percent complete needed if they notice construction activity or if they notice change on the progress of the construction. However, they should not make direct changes to the BIS codes on Depreciation Screen to avoid confusion. This is to keep the alignment of physical valuation and construction activity tracking.

BIS Codes and RFC Physical Change Codes

Code	Description
AC	Alteration Complete
AIP	Alteration in Progress
ANS	Alteration Not Started
APV	Alteration Previously Valued
DC	Demolition Complete
DIP	Demolition in Progress
DNS	Demolition Not Started
DPV	Demolition Previously Valued
ERR	Error
NAV	No Added Value
NBC	New Building Complete
NIP	New Building in Progress
NNS	New Building Not Started
NPV	New Building Previously Valued
UNK	Unknown
WS	Work Stop

Physical Change Codes	
• B+	New Construction, 2 nd year +
• A+	Alteration
• D-	Demolition
• N+	New Building Completed in first year
• NP+	New Building 1st Year Construction, Not Complete as of January 5th.
• NP+	and selected B+ properties are candidates for 1st, 2nd, or 3rd year progress building removal.

Note: When there are multiple jobs for a given BBL ensure that all are accurately accounted for/valued by the taxable status date. Also, ensure that a PHYS note indicating the job numbers associated with the physical valuation is entered as a property note. A flag is available on the BIS inventory to indicate the number of additional jobs filed for the BBL. If there are multiple ongoing jobs with the same job type and only one job is complete do not change the BIS Code to complete until all jobs are accounted for. A code of "in progress" should be left on until all jobs are reviewed and where appropriate, value added/removed.

*ERR to be used only when job or permitted work type filed is in error

BIS Code and BIS percentage on the Vision Depreciation Screen are used to track the construction process for parcels with active construction. Therefore, it is essential that the BIS code is aligned with the physical change valuation. Any BIS code and BIS % changes/updates on the Depreciation Screen are to be done by the assessor or supervisor that is valuing the parcel.

IMPORTANT NOTE: In cases where an assessor is making a correction to an excessive alteration (A+) during the next, subsequent roll year period, use D- rather than A- for the correction. In cases where corrections are being made during the same year period:

NP+.....value increase for new building in progress first year.

NP-.....progress assessment reduction for new building first year.

B+.....value increase for new building in progress, second or subsequent years.

B-.....*progress assessment reduction* for new building, *second or subsequent years*.

A+.....alteration increases for any year.

A-.....alteration reduction *correction* during *same year*.

D-.....alteration reduction *correction* during *subsequent years*.

D-.....demolition reduction for any year.

DOB Jobs on the Inventory and Vision Building Permits Screen

On a continual basis Property Division produces and updates a Citywide BIS Inventory which can be found on both the G drive and in the SharePoint-Field Valuation-BIS Inventory Section. Assessors can review the latest BIS inventory by clicking the icon shown below within [SharePoint-Field Valuation-BIS Inventory Section](#) choosing the folder labeled with the most recent date.



There is a new interface “SEARCH” section is added to the BIS inventory that can be used to review important details about physical valuation related Vision entries, associated valuation, BIS code, BIS percent complete, DOB jobs/permits related details, Property Notes, physical review comments and tasks. This allows all necessary information related to the physical valuation and construction job to be displayed on one screen.

To activate the “SEARCH” bar, the user needs to first enter District information to be able to select a parcel from the BBLE (Borough, Block, Lot, Ease) drop down menu. You need to enable editing to be able to use the BBL query function within SEARCH user interface. You can also press the job number on the “Physical Data” table to go directly to the DOB BIS filing site as shown on the second screen image.

PHYSICAL DATA											
JOB NUMBER	PREV FLAG	JOB TYPE	JOB EST. COST	PERMIT DATE	JOB EXPIRATION DATE	PARTIAL DEMO	ADDTN. SQF	EXTENSION TYPE	SIGN OFF DATE	C of O DATE	JOB DESCRIPTION
12132429	FY 2018/2019	A1	\$20,400,000.00	10/1/2013	8/21/2020	Y	46383	Vertical			RENOVATION, CONVERSION A BOILER WORK FILED IN CONJU
12132835		A2	\$250,000.00	3/3/2014		N					

COMMENTS/TASKS

Comments:

Tasks:

The screenshot shows a Microsoft Excel spreadsheet with a Microsoft Edge browser window embedded within it. The browser displays the NYC Department of Buildings Application Details page for job number 123124128. The browser window includes navigation menus like File, Edit, View, Favorites, Tools, Help, and a search bar. The main content area shows a table of permit details and a table of tasks.

The BIS inventory is updated several times a year to capture new jobs and physical changes made by assessment staff:

- Beginning of the new valuation season to bring in new jobs.
- October for new jobs and an update to BIS Inventory fields
- Late November/Early December to capture assessors' work and provide the last new jobs data pull for the tentative roll season.
- Last two weeks of December additional updates to the BIS inventory fields.
- March/Early April for progress assessments by April 14 (no new jobs added just an update to fields on the inventory)

By filtering for 1s and 0s in the DUP BBLE column, assessors can view unique/non-duplicate BBLs. As there are often multiple, concurrent jobs or multiple document numbers indicating additional filing on the same jobs on the same parcel this flag allows assessors to reduce the number of duplicate BBLs that appear in the file.

A	E	I	J	K	L	M	N
BBLE	BORO	DUP BBLE	DISTRICT	SECVOL	NEIGHBORHOOD	HOUSE NUMBER	STREET NAME
bble_join_cl	boro_boro	duplicate_prc_bat	secvol	neighbor		REM_PR	REM_PR
1000010010	1	1-01		101 UPPER BAY	1	GOVERNOR	
1000020002	1	D 1-01		101 FINANCIAL	10	SOUTH ST A	
1000020023	1	0 1-01		101 FINANCIAL	1	PIER 6 A	
1000050010	1	1 1-01		101 FINANCIAL	115	BROAD STIA	

It is important to note that when there are multiple jobs, the other jobs need to be reviewed as well so that all physicals are accurately picked up and valued by the taxable status date.

Job count can be found as a field within BIS inventory.

A	Q	U	V	Y	AB	AC	AD	AE
BBLE	APPORTIONMENT /MERGER PROJECT NUMBER	PTS TC	PTS BC	JOB NUMBER	JOB WITHDRAWN	JOB COUNT	JOB TYPE	PARTIAL DEMOLITION
bble_join_cl	splitno	CURTA	PTS_BLI	j_job_ni	job_withdrawn	job_cou	j_job_ty	j_a1_partia
3035100024	1	B1		321362832		1	A1	Y
3035140003	2A	C3		321584665		1	A1	Y
3035140032	4	V1		321196175		1	NB	
3035180036	1	S2		340372313		1	A3	N
3035180066	2	C1		321461093		1	A3	N
3035180070	2	D7		320624712		5	A1	Y
3035180135	1	S2		321323590		1	A2	N

If there are multiple ongoing jobs with the same job type and only one job is complete **do not change the BIS Code to complete until all jobs are accounted for**. A code of “in progress” should be left on until all jobs are reviewed and where appropriate, value added/removed. **A BIS code of “complete” will result in all jobs being removed from the inventory.**

The screenshot shows the Appraisal Vision software interface for NEW YORK, NY. The main window displays a property record for 56 NASSAU STREET. Key details include:

- Parcel Information:** Legal Description: 56 NASSAU STREET, Bldg #1, Lot 1, Block 1, Uptown Manhattan, NY 10038, Tax Class: 4, Assessed Value: \$151,930,000.
- Building Permits & Fires:** Shows a table of building permits issued between 2018 and 2014. One permit is listed for "REMOVAL AND INSTALLATION OF INTEI" dated 4/24/2017.
- Associated Documents:** A sidebar on the left lists various document types such as Legal Information, Parcel Address, Associated Parcels, Notice History, Property Notes, User Audit, Classification & Land Info, Building Information, Construction Detail, Depreciation, Building Size, Outbuildings (1), Extra Features, Building Permits, Visit History, Building Codes, Photo & Comparables, Income Valuation, and Associated Documents (1).

BIS Inventory Checklist – Tentative Period

- NP+ prior year, no physical change current year – These are parcels that had a first-year progress assessment which in many instances was removed last year.
- N+ New Building Completed in first year.
- B+/B- prior year, no physical change current year
Parcels that had a 2nd or 3rd year progress assessment removed in prior year.
- BIS Code = “IP” no physical change
The BIS code indicates there is construction underway, no physical change yet this year.
- BIS Job = NB, DM...No Visit > July 1 & no phys. Change
There are new building and demolition jobs on the inventory that have not been site visited yet and have no physical change.
- BIS Job = A1, A2...No Visit > July 1 and no phys. Change
There are major alteration jobs that have not been site visited yet this season and have no physical change.
- FLIP SALE = Assessors need to perform DTR (Desktop Review) and conduct online research for these BBLs to determine if an A+ should be added
- Drop to Condo/Cxxxx (In Comment Section of BIS Report)
This is an indication that this lot has been dropped to a condo with the new condo #. It is imperative that these parcels are loaded and valued for the tentative
- There will be a column indicating if the BBL has a WIP Flag turned on and another column indicating if there is an ICAP or J-51 filed on the parcel
- Current Year change code = “D+” is an error

The following Comments and Tasks are also incorporated into the BIS List: The comments that are located on column “DS” within BIS Inventory, bring several types of items to your attention that will require either a verification, desktop review, field visit, physical change valuation, BIS code update or a combination of these.

No	Comments	Tasks
1	NP+ in prior year and no physical change in current year	Review progress for B+ in current year
2	NP+ in prior year and NP+ in current year	If NB 2 nd year, change record needs to be B+ in current year
3	B +/- in prior year with no physical change in current year	Needs Progress addback, review percent complete/BIS code/physical value
4	B+ in current year is same as NP+ in prior year	Review percent complete/BIS code/physical value
5	B+ in current year with no physical change in prior year	If NB 1 st year, change record needs to be NP+ (new building in progress 1 st year) or N+ (new building completed 1 st year) in current year
6	Work in progress with no physical change in current year	Review BIS code and add physical value if needed
7	NB with signoff date in the last two years	Review physical value/BIS code/percent complete/C of O date
8	NB or DM and parcel dropped prior year	Check if physical value is reflected on the child lots

9	ICAP/J-51 filing and no physical change in current year	Review percent complete/BIS code/physical value
10	A+ and BIS code not AIP or missing	Review percent comp/BIS code/physical value
11	Active construction with NNS BIS code	Review percent comp/BIS code/physical value
12	Flip sale	Review if additional physical value needed
13	No visit history and existing job type	Review if field visit or Desktop Review needed
14	No BIS code and existing job type	Review percent comp/BIS code/physical value
15	No physical change and existing job type	Review percent comp/BIS code/physical value
16	Visit history within last 3 years and a Job type, and No BIS code or Phys change in current year	Review and update percent comp/BIS code/physical value if needed
17	Certificate of Occupancy issued	Review and update percent comp/BIS code/physical value if needed
18	Caution multiple buildings on the lot with 1 building card	Review demo
19	Stop work order rescinded	Review and update percent comp/BIS code/physical value if needed
20	Apportionment/Merger	Review and update percent comp/BIS code/physical value if needed
21	Last year progress removal on apportioned lot	Review physical, progress may need to be added back on child lot
22	DOB job on parent lot matched to child lot in PTS	Review physical
23	Illegal Construction Complaint	Review and update percent comp/BIS code/physical value if needed
24	Job Withdrawn	Review physical, BIS code, Building Class
25	NP +/- in prior year with no physical change in current year	Needs Progress addback, review percent comp/BIS code/physical value

BIS Inventory Improvements:

- **Comments and Tasks:** Column DS and DT reflects the list of comments and tasks is included in the 5th worksheet of the BIS inventory dataset, named "List of Comments". They bring several types of items to your attention that will require either a verification, desktop review, field visit, physical change, BIS code update or a combination of these. The most recent list of Comments and Tasks are provided above. Comments also include "Job Withdrawals" as comment code "24". If a job is withdrawn, please review if it is the only job on the parcel, review with DOB BIS link and check if it needs to have an "NAV" (no added value) BIS Code. Update BIS code if needed. Column S provides the comment code associated with the list of comments. This is to help easily query a given comment type.
- **Comments Code:** Column DR provides the comment code associated with the list of comments.
- **Apportionment Date:** Information regarding the apportionment date is included in the list (Column S).

- **Complaints-Illegal Construction:** Columns AQ, AR, AS reflect DOB's Illegal Construction Complaint Codes, Date and Category
- **Complaints-Illegal Conversion:** Columns AT, AU, AV reflect DOB's Illegal Conversion Complaint Codes, Date and Category
- **10-digit BBL:** It can be copied and pasted into Cyclomedia or Pictometry
- **Multiple BIS Code and Percent Complete (for more than 1 building card):** The list represents all available BIS codes and Percent Complete information from Depreciation Tables. If there are multiple building cards with BIS codes, all will be reflected in the list (For instance; AC, AIP means building card 1 has BIS code AC and Building card 2 has BIS Code AIP. Similar way percent complete information on multiple building cards will be reflected on the BIS list)
- **Property Notes:** Column AW within BIS inventory includes AIS (Administrative Inspection Survey) notes, Physical notes, Use related notes. Recent AIS notes are also incorporated into this field.
- **Latest Permit Expiration Date:** Column AL includes the latest expiration date for permits on the parcel.
- **Tracking Comments and Tasks for Each Borough:** An additional worksheet is available for supervisors and SSA's to track the Comments and Tasks that need to be reviewed.
- **Data Dictionary:** An additional worksheet is available for all users including the metadata information explaining the expected values for each field within BIS inventory.
- **Horizontal/Vertical Extensions and Additional Square Footage:** Columns AF "Type of Enlargement" and AG "Enlargement (Addtl SQFT)" reflect Vertical/Horizontal Extensions and Added SF.
- **Certificate of Occupancy Type and Issue Date:** Columns AO and AP "Certificate of Occupancy Type" "Certificate of Occupancy Issue Date" reflect DOB C of O issue dates and types. Please make sure parcels that have C of O dates get reviewed and physical values, BIS codes and percentage complete information is updated accordingly.
- **DTR Comments:** Column DP provides DTR comments for parcels with physicals/ DOB jobs.
- **BIN count:** Column X provides the number of BINs per BBLE.
- **Building count:** Column BA provides the number of building cards.
- **Apportionment/Merger (A/M) Project Number:** Column Q provides A/M project number for BBL's that are both in BIS list and associated with an A/M project. In these cases, please make

sure that apportionment/merger gets executed first (prior to adding the physical change values), make sure apportionment and merger is executed without any errors and then physical change needs to be added to the relevant child lots.

- **Sign Off Date:** Column AN is updated reflecting original data from DOB sign off date fields and sign off status type dates.
- **Parcel Status:** The dataset includes both active and inactive parcels. Please filter the dataset using Column O to select only active parcels by selecting A on this variable (otherwise the parcel is dropped to another lot/condo or not yet created).
- **Last BIS Change Code Date:** Column AY includes the last time a BIS code was entered/updated.
- **Source Code E:** There is a new source code called Source Code “E” reflecting any ICAP and J51 exemptions that are available in G drive but do not have an above threshold job matching, BIS code or last 4 years AV change. Source code field is on column DQ.
- **Source Code F:** There is a new source code called Source Code “F” reflects any illegal construction complaint to DOB that are verified via Desktop Review. Source code field is on column DQ.
- **Job Counts:** Column “AC” will indicate the number of jobs that are currently on inventory for the BBL.
- **ICAP period:** Columns EW and EX include ICAP expiration period and relevant comments.
- **New Jobs:** All newly added DOB jobs can be found by using Previous Flag (Column “AA”) by filtering on latest available month year. Previous Flag (Column AA) is updated to reflect the DOB job pull dates: FY 2018/2019 reflects older jobs that have been in prior season’s BIS reports. April 2018 reflects the additional jobs pulled in April; August 2018 reflects additional jobs pulled btw April to mid-August; October 2018 reflects the additional jobs pulled in October 2018 (btw August to October); December 2018 reflects the additional jobs pulled in December 2018 list (btw October to December). Please use the + sign to unhide the columns.
- **FMV's instead of AV's:** All physical changes under the various change code columns are now presented as market values instead of assessed values (Columns BJ-DE)
- **Summed up Job Cost:** When multiple jobs are filed on a BBL, the filed DOB cost of all the jobs is added up and found under column “AJ”.
- **Parent BBLE:** Column “R” provides information regarding the parcel’s lineage (if it was affected or created from another lot)

FIELD INSPECTION INSTRUCTIONS

Based on the needs determined by supervisors and Property management, assessors are expected to spend a significant portion of the valuation season conducting field inspections of assigned properties in their geographic districts. All assessors should use the following guide when conducting field inspections:

Safety is of paramount importance. Assessors should avoid any dangerous situations, and if you feel any discomfort inspecting a particular property or area, please advise your supervisor.

Properties with exemptions may require a review of continued eligibility when there is a change of ownership or usage. When conducting fieldwork, if you see an exempt parcel undergoing physical activity or change in ownership or use, use the Exemptions Removal Process tab in SharePoint. Queries should also be sent when processing mergers and apportionments where the parent lot has either a governmental, institutional, construction or personal exemption.

In performing your duties, it may be necessary to interact with members of the public. This includes property owners, tenants, building managers, construction workers and each of their respective representatives. All these interactions represent a potential corruption risk, and assessors must therefore interact only for the purpose of obtaining access to the premises or information needed for the assessment and document such interaction in visit history.

Assessors are responsible for being prepared for the field work they are conducting. This includes carrying DOF-supplied beepers or assigned iPads. If carrying a pager, the device must have battery life. If bringing an iPad to the field the device must be turned on and have sufficient charge. Additionally, iPad users must log in to the Mobile Assessor App which can be minimized when not in use for work purposes.

Please note that assessment staff will be periodically met in the field as part of the field integrity program. Supervisors will go to the field near the area where the staff is scheduled to be. The supervisor will "beep" or call the staff from the field and the assessor or assistant assessor has 30 minutes to contact and meet up with the supervisor. Staff may elect to use a personal cell phone or iPad if approved by the SSA.

Rules and Restrictions:

Any assessing personnel leaving the office after 2pm (for a field visit) must provide the exact block and lot, the scheduled appointment time(s) and the name of the person they are scheduled to meet.

Additionally, if an assessor arrives at the office at 9AM to do some research or other office work, leaves for the field at 11AM, and returns to the office at 2PM to complete other tasks.... THIS IS NOT ALLOWED. When the assessor leaves for the field at 11AM, they must stay in the field for the remainder of the workday. In the case of a special assignment, deviation from this guideline may be approved by a supervisor in advance.

VIRTUAL INSPECTIONS – INSTRUCTIONS FOR ASSESSORS

Introduction

As a result of the COVID-19 pandemic, Property Valuation and Mapping initiated a Virtual Inspection program. Although on-site inspections may resume in the coming season (TBD – date not yet established), virtual inspections remain as a safe and efficient alternative to field work and when done properly, enable Property to capture important valuation information and provide continued service to customers.

As virtual inspections rely on a higher level of coordination between assessment staff and the public, assessment staff have become increasingly more organized and patient with the logistics of virtual.

General Requirements

For virtual inspections to succeed, assessment staff should have access to a computer or tablet with a stable hard line, Wi-Fi or 4G wireless connection. Customers on-site must have access to a tablet or smartphone with a working camera, connected to the internet via Wi-Fi or 4G.

Note: Depending on the size and complexity of certain inspections, it may take additional time to complete in a virtual environment. Be flexible with the taxpayer or representative and schedule the necessary time to conduct the live session. If a second follow-up session is required due to time constraints, please afford them the opportunity to schedule a subsequent virtual inspection.

Technical Requirements

Microsoft Teams has been approved by PVM and Finance Cyber Security as the safest application to conduct VI. Teams is free to download online or in app stores. It can also be accessed in a browser by clicking on a link that assessors send to them.

Please remember that part of this process is to guide the taxpayer and offer any available support if they are unsure how to use Teams. Many in PVM were unfamiliar with the technology in March of 2020 and have now become quite proficient.

Virtual Inspection Process

• Making Contact/Scheduling Virtual Inspections

- When setting up the appointment staff have primarily relied on email contact. Standard templates can be found below for the approved language. In some cases, it may be necessary to call the customer, as opposed to emailing, to explain the process. When contacting the taxpayer inform them of the specific job(s) you are interested in inspecting.
- Remember this may be the first virtual inspection for some customers and guidance may be required. Have a plan and be as specific as you can about what you are interested in inspecting and how you would like to conduct the walkthrough.
- Identify a time that suits their schedule and yours. You should build in additional time to resolve any technology issues.
 - Schedule the meeting on Teams Calendar and send a confirmation email to confirm appointment with the Teams Link included. Use the approved language in your email correspondence.
 - Bookings can also be used, additional details below.

- **Preparing for the Inspection**

- Prior to initiating the virtual inspection, please ensure that the work environment you are in is without significant background noise or distractions.
- Ensure that your hardware and software have been tested and for tablet users, that the device is fully charged. Close out of other unnecessary programs and applications as they may slow down the video performance.

- **Initiate the Virtual Inspection**

- Start the Teams call a few minutes before the scheduled time. Begin the inspection by ensuring the connection is stable.
- Request that the customer starts from exterior of the building to verify the site you are inspecting is the subject parcel.
- Inform the taxpayer that you are recording the virtual inspection, to be used only for official purposes. Recording the session will allow you to review the video after the inspection and take screenshots of the relevant work. Video files are not stored locally, they are stored in the cloud.
- Recommend to the taxpayer that they remove any personal or sensitive items from the inspection area that you may not wish to be viewed during the inspection.
- **Note:** The image quality you have access to may be less than optimal, under certain circumstances, if the site has poor lighting. It is recommended that the customer know this upfront. You may wish to request they test their device's flashlight or bring a flashlight on the inspection depending on the circumstances.
- If the taxpayer loses their internet connection in a basement, cellar, or other part of the property, speak with your supervisor about protocol for request date/time stamped photos and floor plans as necessary.

- **Documentation After the Virtual Inspection**

- The requirement to document our contact with the public has not changed. All inspections must be recorded timely in Vision, with detailed Property and/or Visit History Notes/Dates. USE THE PROPER VISIT HISTORY CODE FOR VIRTUAL INSPECTION.

Initial Email Template for Virtual Inspections

Subject: Virtual Inspection Appointment for BBL: X-XXXXX-XXXX

Dear <Customer Name>,

The Department of Finance is requesting your assistance to schedule a virtual inspection of 123 Main Street, BBL #: X-XXXXX-XXXX. This inspection request is related to (RFR/RTU #, an Exemption Inspection, DOB Job #, etc.).

Virtual inspections are a safe and efficient alternative to on-site inspections. The virtual inspection will utilize videoconferencing software to confirm important information about your property while allowing safe social distancing.

Please respond to this email within one week with the dates and times you are available for a virtual inspection. We will send you a follow-up email confirming your appointment.

Please note that you will need to have Microsoft Teams downloaded to your mobile device on the day of the inspection. Please [download Microsoft Teams](#), if you do not already have it.

Please contact us if you would like assistance either downloading or learning how to use Teams, or if you would prefer to use an alternative videoconferencing software.

Thank you for your assistance.

Sincerely,

The Property Division

New York City Department of Finance

Confirmation Email

Subject: Virtual Inspection Appointment for BBL: X-XXXXX-XXXX

Dear <Customer Name>,

This notice serves as confirmation that the Department of Finance will conduct a virtual inspection of the property referenced above on the following date and time:

Date of Virtual Inspection: _____

Time of Virtual Inspection: _____

As mentioned earlier, virtual inspections are a safe and efficient alternative to on-site inspections, allowing us to confirm important information about your property while maintaining social distancing.

Please assist us in this effort by downloading [Microsoft Teams](#) to the mobile device you will use on the day of the inspection if it is not already installed. If you would like assistance downloading or using Teams, please contact us. Additionally, please ensure that your device is fully charged and operational at the time of the inspection. You will receive an email with a link prior to your appointment.

Please note that we may record the virtual inspection. Screen captures may also be taken, like on-site photographs, to record our observations. Please ensure that the inspection areas are visible and please bring a flashlight to make the area more visible if needed.

Thank you again for your assistance as we implement this new virtual inspection procedure. Please contact us if you have any questions.

Sincerely,

The Property Division

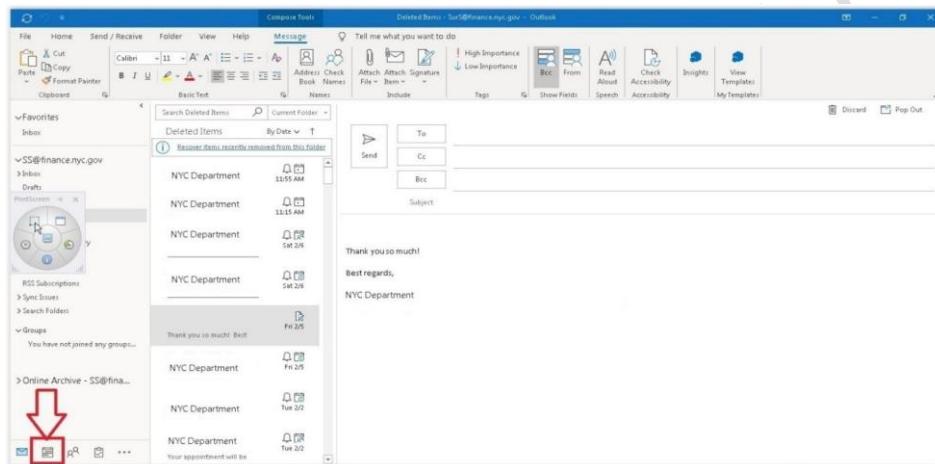
New York City Department of Finance

Instructions on Using Microsoft Bookings – Virtual Inspection Process

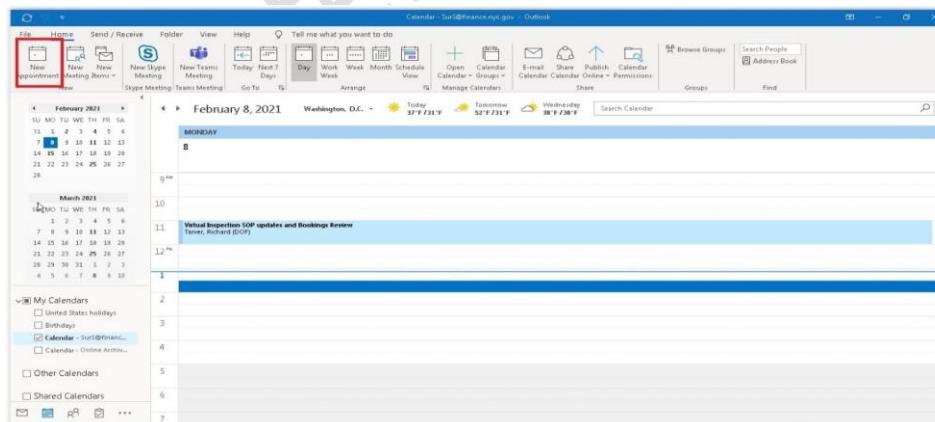
1. Update Outlook with all holidays off. AL and SL should be added as well whenever dates/times off are determined. This is necessary to ensure you aren't booked on an off day.

How to save your Annual Leave/ Sick Leave/ Holiday in your MS Outlook Calendar

- Go to your MS Outlook then click on Calendar

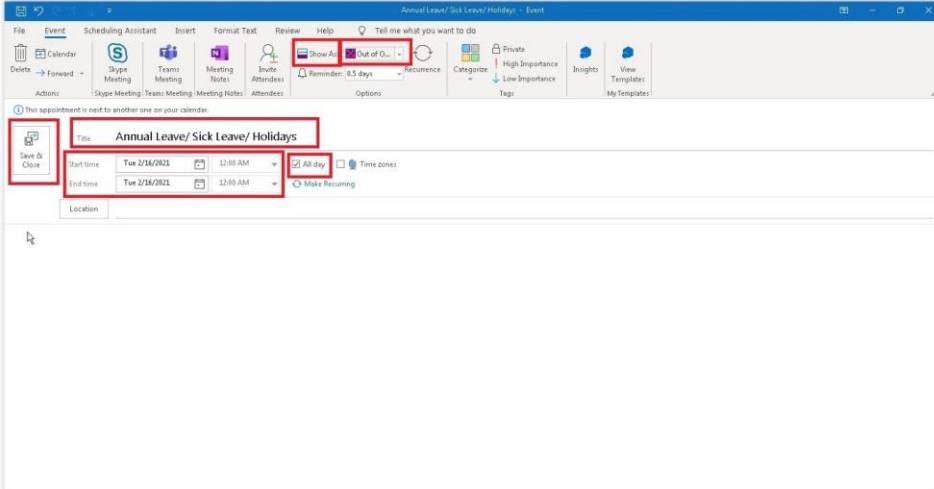


- Click on New Appointment



- Type either Annual Leave/ Sick Leave/ Holidays in Title

- Choose your **Date and Time** when you want to take leave. If you take whole day, then only select **All day**
- Choose **Out of office** in **Show as**
- Then **Save & Close**

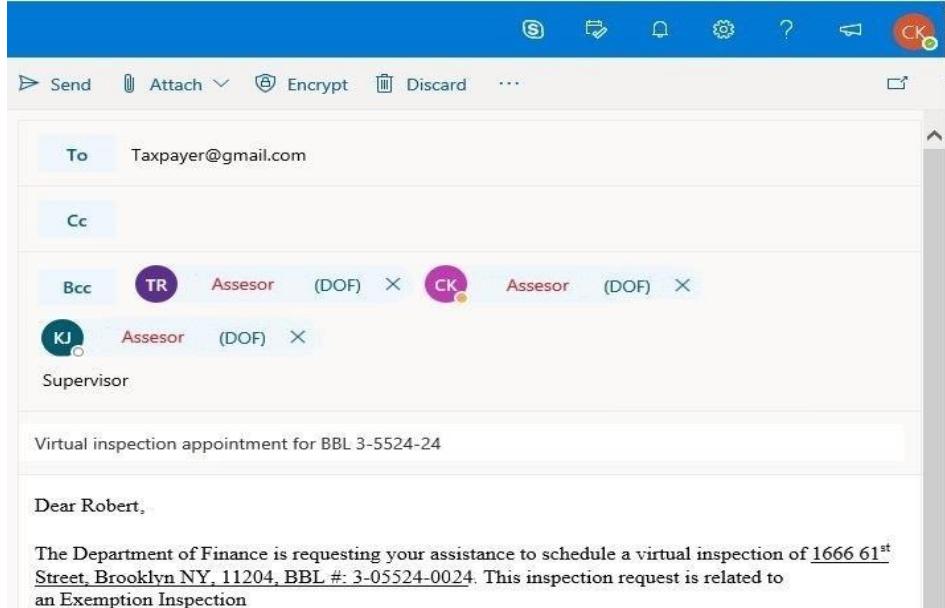


2. Go to MS bookings <https://outlook.office365.com/bookings/bookingpage>

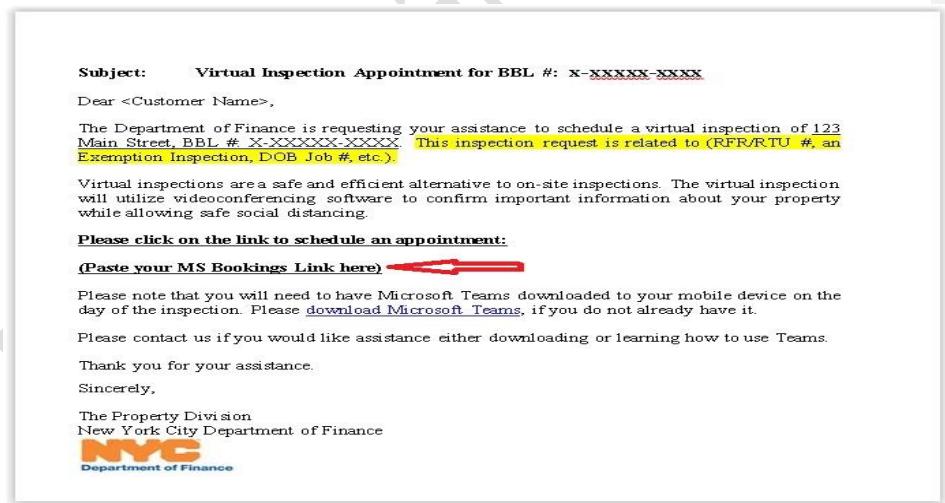
Select Booking Page-Copy-Copy (Publish Page)

The screenshot shows the Microsoft Bookings interface for the NYC Department of Finance. On the left, there's a sidebar with options like Home, Calendar, and Booking Page. The main area displays a booking page for 'NYC Department of Finance' with sections for 'Booking page status', 'Share your page' (with a copy link), 'Connect to Facebook', 'Booking page access control', 'Customer data usage consent', and 'Region and time zone settings'. A context menu is open over the 'Copy' button in the 'Share your page' section, with the 'Copy' option highlighted with a red box. Step 2: Click on Copy is indicated below the menu.

3. Initiate contact with the Taxpayer\rep using the following template:



- Paste MS Bookings Link to the email



<G:\Property\Virtual Inspection\Virtual Inspection Initial Contact Email.docx>

4. Make sure to familiarize yourself with the property by looking at BIS info, Cyclomedia, Pictometry, and communicate with the assigned to assessor/ district assessor/or supervisor

as some of these inspections will result in Tax class changes or have had physicals and/or contain important information for the assessor.

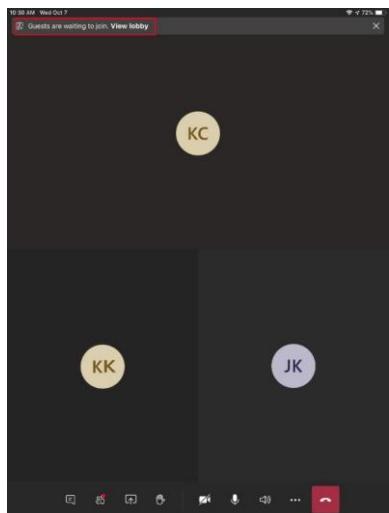
<https://streetsmart.cyclomedia.com/>

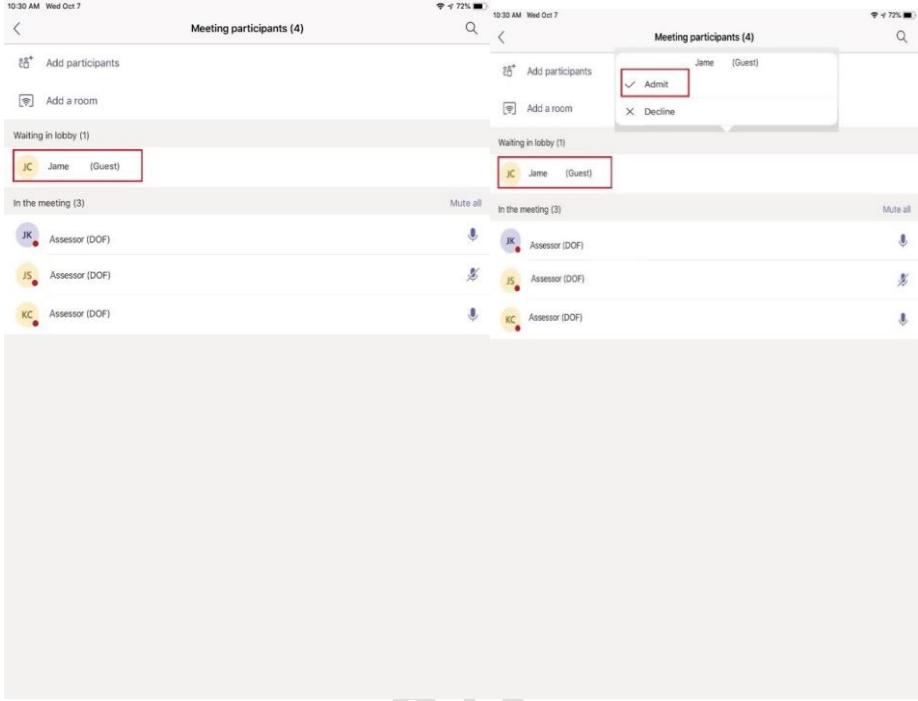
<https://explorer.eagleview.com/>

<http://a810-bisweb.nyc.gov/bisweb/bsqpm01.jsp>

5. The morning of the inspection check to ensure your iPad is fully charged. Join the Teams meeting in advance of the scheduled appointment time and make sure your video/audio is working which will need to be enabled while you introduce yourself and conduct the inspection.

When in the virtual meeting you will need to **admit the taxpayer\rep** into the lobby (see photos)





Once the taxpayer\rep is in the room please ensure all other participants are muted and/or ask them to mute themselves and you can begin with the Introduction:

<G:\Property\Virtual Inspection\Virtual Inspection Introduction.docx>

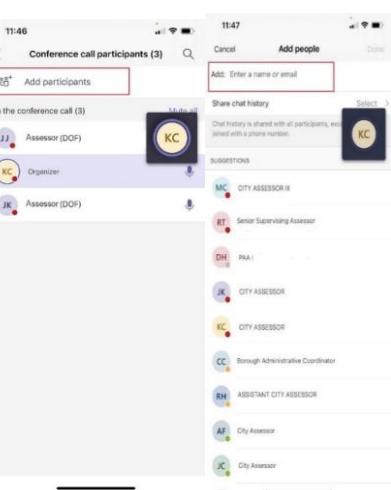
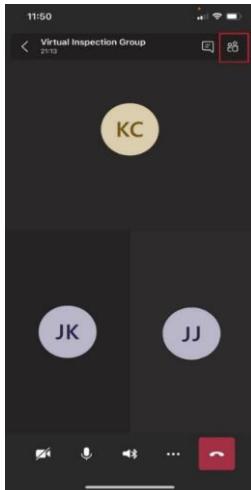
If the taxpayer\rep is not in the room after 5 minutes of the inspection time you may consider contacting them.

Calling taxpayer: Mask your phone number by using *67-1(xxx)-xxx-xxxx

If the taxpayer doesn't answer because your phone # shows up as private, please contact a designated staff person who has a New York City cell phone to connect you with the taxpayer.

Ex: PAA Staff: (347)-xxx-xxxx

If you have any technical difficulties during the meeting and need help from the technical staff, you will need to add them to the meeting and notify them by sending a message to the ACA Virtual inspection training chat.



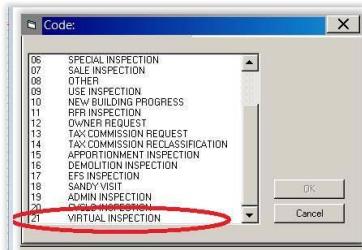
6. Write up an inspection report. If it's an exemption the document will be sent to you otherwise use the following file. All inspection reports must clearly state this inspection was done virtually. Add to note or comment section on report.

<G:\Property\Virtual Inspection\Inspection Report Form.xls>

7. Review the video and take necessary screenshots and upload photos and inspection form to Vision and communicate with the Assessor and Supervisor regarding any necessary changes.

The inspection report must be completed by assigned assessor/ACA with assistance from VI teammate and submitted to assigned assessor/ ACA supervisor for signature. RFR/RTU/CER must be completed immediately by assigned assessor once supervisor signs and returns the report. Assessor/ ACA will then send an email to the assigned supervisor stating the inspection report has been uploaded to Vision and RFR/RTU/CER has been submitted for their review.

8. Use Visit History Code 21 for all Virtual inspections:

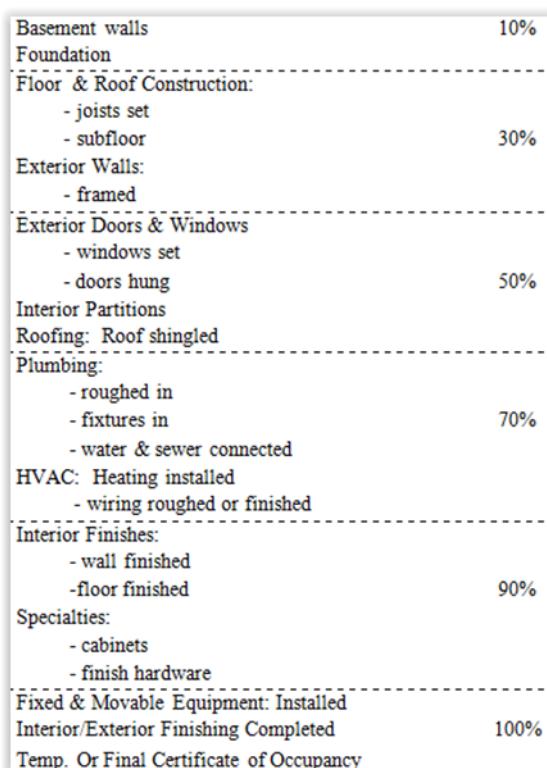


Tax Class 1 Physical Changes

General Overview of the Construction Process

A sample of general construction processes for TC1 new buildings:

1. Clearing the Site
2. Break Ground and Excavate
3. Foundation Work
 - Concrete Forms
 - Pour Foundation Wall
 - Concrete Slab Pour
 - Gravel
 - Water Barrier
 - Rigid Foam
 - Rebar
 - Pour Concrete for Slab
4. Utilities (Sewer, Electrical, Water, Gas)
5. Framing
 - Balloon Framing
 - Sheathing
 - Roof
 - Stairs
 - Windows
6. Roofing
7. Weather Resistant Barrier
8. Mechanical Systems such as HVAC
9. Lighting and Electrical
10. Insulation
11. Drywall (Sheetrock, Mudding, Sanding, Prim
12. Siding
13. Flooring
14. Plumbing Completion
15. Electrical and Lighting Completion
16. Certificate of Occupancy

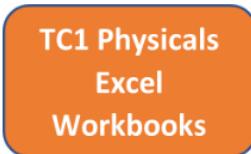


IMPORTANT NOTE:

In instances where a physical will lead to a change in Tax Class, post and save the Tax Class/Building Class change first before adding a physical. This will ensure that the physical generates an AV change at the correct assessment ratio.

Excel Workbook for Tax Class 1 Physicals

The Tax Class 1 Access Database was decommissioned for the FY21 assessment roll year. In its place is an Excel Workbook with much of the same functionality and several important enhancements. The Excel tool for TC1 Physicals will be easier to use and offers assessors a workflow to reconcile cost and sales and arrive at defensible values. The workbook can be found on the SharePoint site under the following tab:



The updated Tax Class 1 Physical Workbooks for FY 24/25 will be uploaded to SharePoint, along with instructions on any enhancements that have been made.

The goal of this assessment tool is to standardize various calculations of Demolition, Alteration and New Building values. The TC1 Physical Excel Workbook allows the user to formulate an estimated job cost or RCN range by selecting physical characteristics and entering the area of the structure undergoing an alteration or being newly constructed. Factors from the latest local residential cost manual are built into the workbook.

The cost range identified is compared to a targeted neighborhood AV/sf percentile range dependent on the type of job from two distribution tables. The targeted percentile range is as follows:

- Moderate Renovation – 50th to 90th Percentile
- Gut Rehabilitation – 75th to 95th Percentile
- New Construction – 90th to 95th Percentile

If the cost of the job will lead to a physical increase (N+, NP+, B+, A+) that will cause the taxable assessed value to surpass the high end of the respective job's range, the physical increase will be capped at an amount that will lead the AV to either the 90th or 95th percentile, depending on the job.

Conversely, if reaching the high end of the percentile range means surpassing the cost of the job, the physical increase will be capped by the cost of the job. However, for alterations (both moderate renovation and gut rehabilitation) the workbook is designed to meet a minimum threshold at the 50th percentile regardless of the job cost. The workbook is designed as such to ensure fair and equitable assessed values for Tax Class 1 properties that are subject to a physical increase and to promote consistency and accountability in the formulation of the physical increase throughout the DOF Property Division.

Note: All the inputs and valuation decisions remain the responsibility of the assessor. Assessors will apply their knowledge and expertise in selecting appropriate comparable sales, make important decisions about the extent and quality of construction, the percent complete, and so

on. However, the value change numbers produced by the tool will be provided on screen, waiting to be entered into Vision.

Users must save a copy of the workbook to their desktop prior to working on it. Do not omit any blank fields on the sheet or blank fields that appear after a condition is met unless the field header suggests, "if applicable".

How to Identify and Add Alterations on Flip Sales

The purpose of the flip sales project was to identify the purchase and resale of 1, 2 and 3 family homes which underwent extensive gut rehab. In many cases investors flip properties for sale to typical 1-3 family home buyers and sometimes for sale to an income property investor. In either case most of these flipped homes require, at minimum, moderate gut rehabilitation. In many cases an extensive, total gut job is performed.

The work involved often includes the replacement and upgrade of floors, walls, electrical, plumbing, windows, siding and can also include boilers, roof, and finishing of basements.

The condition of the property at the time of the first sale will often be poor, outdated or in need of significant work to bring it up to market standards. This includes damaged, vacant, and boarded homes almost always with significant obsolescence.

Using the flip sales provided by QA assessors will determine the extent and quality of the work performed and make an appropriate AV increase to reflect the physical alteration.

Permits

While moving a load bearing wall, creating vertical/horizontal extensions, performing extensive electrical/plumbing work, and replacing boilers require DOB permits, much of the other gut rehab work would not. Replacing floors, windows, siding, roof, existing light, and plumbing fixtures would not require a permit and as such Property might not see this work and capture the value added.

In cases where permits are filed, the estimated job cost reported to DOB may be well below the minimum threshold Property has established. If this filed job cost is too low the work will not appear on the BIS inventory.

Permits notwithstanding, Property must capture the physical alteration of these flip sales and add an appropriate amount of AV commensurate with the extent and quality of the work performed.

Desktop Review (DTR)/Online Resources

This project will rely heavily on desktop review (DTR). Real estate websites like Zillow and Realtor.com as well as streetscape imagery should be utilized. The flip sales identified in this project are recent and much can be learned online about the extent and quality of the gut jobs. These websites will allow the assessor to see before and after street-level images as well as interior photos provided by the realtor. An explanation of the gut work detailing the scope of the rehab is almost always included as well. What assessors identify during DTR will be the primary basis to add a physical.

Field Work/Documentation

Assessors and ACAs will be asked to make one site visit to each of these flip sales. This field work is intended to capture anything not available online and to perform due diligence in our data collection. As many of these homes will experience an alteration increase, Property must carefully photograph and document the visit.

Cost Value

While the second sale may be at \$600,000 and the current MV is at \$300,000 Property would not add \$300,000 in physical Alteration (A+). The true cost of the gut job which enabled the higher sale price will likely be lower in many cases than the difference between DOF MV and the most recent sale price. This is **because cost does not equal value, dollar for dollar.**

Typical buyers are often unwilling or unable to perform the work required to bring these flipped homes up to market standards. Buyers are willing to pay a premium to avoid extensive gut work. As such the \$300,000 difference in market value to sale price is partly attributable to the completed work and partly attributable to market forces.

For example, it may be common in a specific neighborhood in Queens for a job cost to run \$125/sf. If the 1,200sf of gut rehab space with an alteration intensity of 70% amounts to \$150,000 ($\$125/\text{sf} \times 1,200\text{sf}$) then the A+ should not exceed that cost amount even if the market value doubled. The remaining increase in MV will be coded as equalization. Comp sales will assist assessors in determining the new target MV.

Comparable Sales

Identifying comparable sales will be important as Property does not recommend sales chasing. Sales chasing is the practice of resetting a property's value to its recent sale price. Also referred to as "welcome stranger" this practice of selectively reassessing is contrary to the principles of equity and fairness.

While sales chasing is not recommended, assessors should look to the recent sale as a frame of reference. The sale will be just one piece of information in determining the new Market Value and potentially how much AV there is to add for the gut work.

The TC1 physical worksheet will be used to defend the new MV and justify the AV added.

Case Study on Tax Class 1 Alterations

Unlike new building valuation which will most often result in a complete reset of AV to 6% of market value, alterations must be handled somewhat differently. Attention must be paid to the starting AV, a reasonable estimate of the alteration cost as well as the AVs of similar properties in the area.

Case Study:

1-Story / 1,500SF / Single Family home in Brooklyn purchased in 2015 for \$715,000. DOF Market Value was \$750,000 and the Assessed Value was \$26,872 in prior year.

An assessor reviewed the sale and marked it Arm's Length. Below are images from 2014 at time of sale.



The new owner filed the following jobs with the Department of Buildings. Below is the BIS screen of all recent applications. A1 Vertical and Horizontal enlargement with a filed estimated job cost of \$258,000.

FILE DATE	JOB #	DOC #	JOB TYPE	JOB STATUS	STATUS DATE	LIC #	APPLICANT	IN AUDIT	ZONING APPROVAL
01/05/2018	321140948	04	A1	P APPROVED	01/11/2018		SCHNEIDE		GRANTED 10/06/2015
POST APPROVAL AMENDMENT FOR 01 Work on Floor(s): C. 001.002.A									
12/18/2017									
321140948 03 A1 P APPROVED 12/20/2017 SCHNEIDE GRANTED 10/06/2015									
POST APPROVAL AMENDMENT FOR 01 Work on Floor(s): C. 001.002.A									
10/15/2015	321257607	01	DM E AP-NPE		10/15/2015 0071008 PE JAMAL				NOT APPLICABLE
FULL DEMOLITION OF EXISTING 1 STORY FRAME GARAGE BY HAND. CONSTRUCTION FE Work on Floor(s): GAR									
10/06/2015	321140948	02	A1 R PERMIT-ENTIRE		10/13/2015 0054776 PE SCHNEIDE				GRANTED 10/06/2015
SPRINKLERS FILED UNDER SUBSEQUENT WORK TYPE FOR ALTERATION TYPE 1 APPLICAT Work on Floor(s): C. 001.002.A									
09/30/2015	321248887	01	A3 J P/E DISAPPROVED		10/05/2015 0054776 PE SCHNEIDE				NOT APPLICABLE
40 0'FRONTAGE, ALT TYPE 1 FILED UNDER APPLICATION#: 321140948 Work on Floor(s): OSP									
06/05/2015	321140948	01	A1 R PERMIT-ENTIRE		09/21/2017 0054776 PE SCHNEIDE				GRANTED 10/06/2015
HORIZONTAL & VERTICAL ENLARGEMENT WITH RENOVATION OF EXISTING ONE (1) STOR Work on Floor(s): C. 001.002.A									

AUDIT: ACCEPTED 12/14/2016

Last Action: PERMIT ISSUED - ENTIRE JOB/WORK 09/21/2017 (R)
Application approved on: 10/06/2015

Pre-Filed: 06/05/2015 Building Type: 1, 2, or 3 Family Estimated Total Cost: \$258,000.00
Date Filed: 06/05/2015 Electronically Filed: Yes

Fee Structure: STANDARD

Review is requested under Building Code: 1968

[Job Description](#) [Comments](#)

Below are street-level and oblique images as of April 2017 during construction. The alteration work has added a story and increased the total square foot of living area (SFLA) to 3,600.



An analysis of comparable sales in the area suggests a new market value of \$1,800,000.

How Much Physical to Add

The difference between the DOF market value of \$750,000 and the comp sale value of \$1,800,000 is \$1,050,000. This increase will be reflected on the assessment roll, but care must be taken to properly code and reconcile the value change types.

In this case where the new market value, post-alteration, will more than double the MV it is extremely important to reconciling at least 2 approaches to value (Sales and Cost). **Cost Does Not Equal Value and as such, an A+ of \$1,050,000 in MV would be inappropriate.** The resulting Assessed Value would increase by more than 60,000 which could have a devastating impact on the owner's tax burden. Likewise, the Avs of similar properties in the neighborhood are far lower than the potential AV of nearly 100,000.

Using the TC1 worksheet assessors will be able to derive an appropriate amount of cost value. If the cost filed with the Department of Buildings is in line with our independent comps analysis, that amount can also be a useful guide. In this case a supervisor ultimately determined that a cost of 258,000 was reasonable for the amount and type of construction. The remaining amount of increase ($1,050,000 - 258,000 = 792,000$) will be coded as equalization.

Note: It is best practice on these types of alterations to offset the alteration increase (A+) with some demolition (D-). There is a cost associated with the demolition work which precedes a gut rehab, vertical and horizontal extension and that must be reflected in the valuation. \$5-\$15/sf is typical. Please be cognizant that a D- should not be excessive as it erodes the A+ we intend to use in increasing the assessment.

Tax Class 2 Physical Changes

Ensure you add value for buildings that have undergone extensive renovation in the following areas:

1. All gut rehabs and alterations which include:
 - a. Installation of a modern bathroom and/or kitchen with accompanying re-piping work.
 - b. Installation of a new elevator where none existed or the conversion of manual elevators to automatic elevators.

The typical Class 2 changes listed below, if done separately, should not be considered for adding alteration value:

- Window replacements
- Boiler replacements
- New apartment or main entrance doors
- Exterior painting and waterproofing
- Roof replacement/repairs
- Stair repairs
- Parapet and lintel replacements
- Ordinary installation of systems to meet code requirements, such as room enclosures, window guards and smoke detectors.
- Ordinary repairs such as leaks, plumbing and broken windows

Class 2ABC parcels undergoing physicals must be valued with reasonable and supported income. See the instructions document on SharePoint.

IMPORTANT NOTE:

In instances where a physical will lead to a change in Tax Class, post and save the Tax Class/Building Class change first before adding a physical. This will ensure that the physical generates an AV change at the correct assessment ratio.

J-51 Benefit

Summary

The J51 program encourages the renovation of residential properties by granting a partial tax abatement for all certified approved renovations and an exemption for any physical change associated with the construction project. The key document for this abatement / exemption is a "Certificate of Eligibility" which is provided to Commercial Exemptions from Housing Preservation and Development.

Parcels that have an existing J-51 application with the Department of Finance can be found on the BIS spreadsheet in the Column Labeled Exemption Flag. Additionally, the Comments column in BIS may contain a flag if a parcel with a commercial exemption does not have a physical. Quality Assurance also uploads the "Certificate of Eligibility" into "Associated Documents" in Vision for individual BBL's.

Valuation

Ensure you add value for buildings that have undergone moderate rehabilitation in which one, or a combination of more than one item, as listed below, is replaced where the J-51 Certified

Reasonable Cost (CRC), the actual cost or the assessor's estimate of the project equals or exceeds \$4,000 per dwelling unit (i.e., units existing prior to the renovation or the number of units under repair).

The tax abatement reduces existing taxes by a percentage of the CRC of the work performed. The Tax Incentives Unit calculates as the lesser of actual cost and the amount set forth on a cost schedule. In most cases, the cost allowance is significantly below actual cost. For most projects, up to 8 1/3% of the total CRC may be applied in any tax year. For moderate rehabilitations to multiple dwellings (which receive Substantial Governmental, Charitable Assistance, or are privately financed), and substantial rehabilitations of formerly city-owned buildings, 12.5% of CRC may be used per year.

Please note that the CRC typically represents only a portion of actual costs. Depending on the project, this ranges from 15%-85% of actual costs.

1. Installation of new or upgraded electrical service (adequate wiring, risers, circuit breaker, outlets, etc.)
2. Installation of new or upgraded plumbing service (main, overhead risers and branches, etc.)
3. Replacement of old, outmoded elevators with modern elevators. Replacement of components should include several of the following:
 - a. Controllers
 - b. Shaft way doors
 - c. Cabs, Cables, and control systems
 - d. Motor and traction machine
 - e. Door operators and interlocks
4. Replacement of heat risers, convectors, and radiators
5. Installation of new gas line risers
6. Boiler and/or window replacement done in conjunction with items listed above, where such items have met the threshold for physical changes.

Tax Class 2ABC Physical Changes

Selected Tax Class 2ABC new buildings and major alterations (gut rehab, vertical/horizontal extension) are to be valued using the income and expense capitalization method and not the Gross Income Multiplier (GIM).

The (M) Market method on the “Income Summary” screen will automatically be selected in Vision for these parcels. In addition, the fields in the Market table will be prepopulated and the assessor should set the value source to “I” for income on the value summary screen.

Market method in Vision is prepopulated with median income, expense, and cap rate, but they can adjust values up/down based on the condition of the parcel and neighborhood. The percentages range from 25th to 98th percentile.

For alterations that are partially completed, or not attributed to the entire building, apply the provided income/expense to that portion of the improvement that has undergone or is currently undergoing renovation to determine the market value added.

	Value	\$/GSF	MR/Unit	
GI	0	0.00	0	
ADD	0	0.00	0	
AGI	0	0.00	0.00	
EXP	0	0.00	0	
EXP Ratio		0.00		
NOI	0	0.00	0	
Base Cap	0.000	% Taxes/GI	0.00	
Eff Tax Rate	4.840			
Total Cap	0.000			
Inc Val	0	0.00		
Adjustments				
Use	▼	Loc	▼ Cap	▼
Vac	▼	Exp	▼	

IMPORTANT NOTE:

In instances where a physical will lead to a change in Tax Class, post and save the Tax Class/Building Class change first before adding a physical. This will ensure that the physical generates an AV change at the correct assessment ratio.

Step 1

For a new building that is not 100% complete, please enter the percent complete with Code 1 in the Special Bldg. Adj field on the ‘Depreciation’ screen in Vision. For a new building that is not 100% completed, the **apply construction percentage complete button** on the income summary screen must be checked. Update the BIS code and BIS percentage complete accordingly.

If the building is 100% complete leave the special building adjustment field and percent complete blank and proceed to step 2.

For an altered building do NOT use the special adjustment field, update the BIS code and BIS percentage, then proceed to step 2.

Step 2

In the 'Abatements & Value Change' screen you will enter the physical amount for the building.

Under Value Change Maintenance click Edit then enter the appropriate amount and Reason Code.

The screenshot shows the 'Value Change Maintenance' screen with the 'Edit' button selected. At the top, there is a table with columns for BBL, Account Number, Use Code, Living Area, \$sf/Liv/Gba, and Year Built. Below this is a table titled 'Reason For Change' showing original values, current values, and differences for Land and Improvements. The total difference is \$3,467,400.00. The main table below has columns for Change Type, Description, Use Code, Improved Value, Land Value, Total Value, Difference, Appraised Improved Value, Appraised Land Value, Appraised Total Value, and Acceptance Code. A single row is selected with values E, L01C, \$3,467,400, \$0, \$3,467,400, \$0, \$0, \$0, and A. Below the table are input fields for Fiscal Year, Type, Assessed Improved Value, Assessed Land Value, Assessed Total Value, Amount, Accept Code, Use Code, Comment, Effective Date, and Extract. At the bottom are Cancel and Ok buttons.

BBL:	1 / 758 / 37 // /	Account Number:	1007580037	Use Code:	L01C	Living Area:	1,300,727	\$sf/Liv/Gba:	114.57
Bldg Class:	H2	Owner's Name:	MICKEY BARRETO MISSION	Tax Class:	4	Year Built:	1929		
Vision PID:	35551	Location:	481 B AVENUE	Market Value:	\$149,023,000	Total Land Units:	34,562 sqft	Work In Progress:	0

Reason For Change									
FY	Change Date	User ID	Change Tp	Original Values	Current Values	Difference			
2022	06/02/2022	CALC	E: Equaliz	Land Improvements	\$33,100,000.00 \$112,455,600.00	Land Improvements	\$33,100,000.00 \$115,923,000.00	Land Improvements	\$3,467,400.00 \$0.00
				Total	\$145,555,600.00	Total	\$149,023,000.00	Total	\$3,467,400.00

Value Change Maintenance										
Change Type	Description	Use Code	Improved Value	Land Value	Total Value	Difference	Appraised Improved Value	Appraised Land Value	Appraised Total Value	Acceptance Code
E	L01C	\$3,467,400	\$0	\$3,467,400	\$3,467,400	\$0	\$0	\$0	A	
>										
<										
Change Type	Description	Use Code	Improved Value	Land Value	Total Value	Difference	Appraised Improved Value	Appraised Land Value	Appraised Total Value	Acceptance Code
>										
<										

Add Delete

Fiscal Year	Type	Assessed Improved Value	Assessed Land Value	Assessed Total Value	Amount	Override
Accept Code	Use Code	Comment	Effective Date	Select a date	Extract	

Cancel Ok

Step 3

The default in Vision is an equalization change. Enter information for the following fields:

- Type (NP, N, B or A)
- Imprv Value
- Acceptance

Remember, if the desired change is an alteration, the equalization default is representative of the market I & E tab and is for the entire building. The assessor must ensure the alteration change reflects the work completed.

Add		Delete	
Fiscal Year 2022	Type A: Alteration	Assessed Improved Value 1000000	Assessed Land Value 0
Accept Code A: Accepted	Use Code L01C: Hotel	Comment	Assessed Total Value 1000000
			Amount 1000000
		Effective Date Select a date [15]	Override
			<input checked="" type="checkbox"/> Extract
<input type="button" value="Cancel"/> <input type="button" value="Ok"/>			

Step 4

If you receive the error message “Parcel: Invalid Value Source for Assessment Override”, you will need to clear the building override.

Step 5

Go back to the ‘**Depreciation**’ screen and clear the Bldg. Override.

Tax Class 4 Physical Changes

The construction of a new building or the extension of an existing building adds new building value to the site. Add the appropriate value to the building if modernization, rehabilitation, or alteration of an existing building creates or enhances the value of an industrial, retail, or commercial property.

Assessors must add value for buildings that have undergone extensive renovation in the following areas:

1. Alterations which increase the square footage or cubic content of an existing building
2. Modernization of core facilities
3. Other alterations, whether the entire building or portion thereof (part or one or more floors), including:
 - a. Upgrading or electrical or plumbing systems
 - b. Installation of new elevators or conversion from manual to automatic or major upgrading of elevators
 - c. Replacement of building façade
 - d. Substantial upgrading of lobby by changing its location, size, lighting, or surfaces
 - e. Major reconfiguration of multi-tenant floor space to single tenant space or gutting of the floor for modernization by owner or tenant
 - f. Installation of new HVAC systems or major upgrading of HVAC
 - g. Installation of new public bathrooms or upgrading bathrooms to meet current code requirements.
 - h. Installation of new telecommunications risers
 - i. Installation of emergency or back up power supply
 - j. Conversion of obsolete office space (described as outmoded in design or construction, e.g., pre-1990) into functional space; and
 - k. Major conversion of a building's use involving structural changes
4. Tenant improvements involving the above items.

NOTE: Construction work does not include ordinary repairs, replacements, redecoration, or the installation of personal property.

For commercial properties the term "white box" refers to the plain, minimally finished shell for commercial space which is ready for Tenant Improvements (TI). These Tis will often be completed after the lease agreement is finalized. Work can be considered "complete" when then space is ready for occupancy, even if the Tis have not yet been completed.

IMPORTANT NOTE:

In instances where a physical will lead to a change in Tax Class, post and save the Tax Class/Building Class change first before adding a physical. This will ensure that the physical generates an AV change at the correct assessment ratio.

ICAP (Industrial & Commercial Abatement Program)

You will see on the BIS Inventory whether the industrial and/or commercial buildings that have been built, expanded, or otherwise physically improved should qualify for tax abatements. The ICAP provides abatements for property taxes for Industrial and Commercial properties for

periods of up to 25 years. To qualify, buildings must be built, expanded or otherwise physically improved. It is very important for Assessors to add the physical value of all work completed each year by January 5th. If the building owner finishes the physical change and the new values are not added, the owner may not get the full value of the abatement.

ICAP designations are noted on the BIS Inventory. ICAP documents are also loaded into Vision under Associated Documents.

The construction deadline for completion is 5 years from the date of issuance of the first building permit or start of construction (if no permit is required). If necessary, please contact Quality Assurance with any questions. For additional details on the program the requirements can be found in the following link: <https://www1.nyc.gov/site/finance/benefits/benefits-industrial-and-commercial-abatement-program-icap.page>

Physical Changes for Specific Condo Lot(s)

In a very limited set of circumstances, it may be desirable to place a physical change on a specific individual condo lot, instead of the entire condo suffix. Likely examples where this may be desirable are:

- Reflecting fire damage to a unit(s)
- Total or partial demolition of an existing improvement on a single or a subset of condo lots
- Adding a new addition to an existing improvement found on a single lot.

In cases like these, where only an individual lot or specific segment of the condo suffix lot has been affected or benefited, our procedure for handling this scenario will be to create a dedicated new suffix containing only the affected lot(s). After the dedicated suffix has been created the assessor will then be able to direct the desired physical change(s) to just the desired lot(s) only.

To have a dedicated suffix created, the assessor is required to contact the Condo Unit to request to create a new suffix, which must also provide justification for the special treatment and why it was changed.

When the reason for creating the dedicated suffix ceases to exist, another request should be made to the Condo Unit to terminate the dedicated suffix and return the corresponding lot(s) back to the original or other pre-existing suffixes of the condo. Example: if a fire damaged lot has been completely repaired, it can be returned to its original suffix, and the dedicated suffix should be terminated.

Gut and Moderate Rehabilitation

Renovation – Tax Class 2 and Tax Class 4

Gut rehabilitations are qualified as major changes to a building's total interior layout or part of a building, usually resulting in a more efficient, modern, and profitable use of existing floor area, or possibly the addition of more floor space. Gut-rehabilitations may result in a change of property use, for example, commercial to residential. Typically, gut rehabs include the removal of flooring, interior partition walls, plumbing, electrical, heating, ventilation, air conditioning systems, and the replacement of any or all of these, including the installation of new systems (like elevators) in a new design.

Moderate rehabilitations are substantial but comparatively less extensive changes to a building's interior than involved in a gut-rehabilitation, which may involve slight reconfiguration of floor plans, replacement or re-routing of plumbing, electrical, heating, ventilation or air conditioning systems, or extensive re-configuration of only some floors (e.g., ground floor, basement). Moderate rehabs may be undertaken to change a building's use or to change the use of a portion of the building but are usually undertaken to upgrade the existing use.

NOTE: Rehabilitations will be valued by the income approach – A % complete applied in the “Depreciation” screen represents the percentage complete of the building as you see appropriate. This approach, including the criteria for decreasing building value, follows the general procedure (but not the numbers) explained in the ‘Boarded and Abandoned Buildings’ section of the Guide.

The income value is worked up by following the BCAT/SubCAT at the 75th percentile for income and 50th percentile for expenses, and the cap rate commensurate with the income at 75th percentile. Apply the BCAT/SubCAT of the future planned use if you can decipher it from the permit and building notes. If not, use the legacy BCAT/SubCat. Be sure to make a note on progress, changes in future intended use, and planned completion date. Again, you maintain your flexibility in approaches, and comps can be utilized if the final value of the building is found to be too high when done by income.

Any difference in value from last year’s building value to the current year is to be attributed to a physical change. Finally, appropriate A+ and D- must be used.

NOTE: The adjustment/override to building value (“Appraised” and “Market” fields), as explained in “Boarded and Abandoned Buildings” will need to be made on the ‘Depreciation’ screen.

General Procedure:

1. Change the switch approach in the ‘Income Summary’ screen to ‘Override’; Enter the appropriate 75th percentile income and 50th percentile expense into the Final/Override screen in the to calculate MV; Enter ‘Depreciation’ screen and enter appropriate % complete.
2. Override the Building Value in the ‘Depreciation’ screen.
3. Use Comps if necessary.
4. Put on physical.
5. Change Value Source to ‘C’ in ‘Value Summary’ screen

An example of this valuation process is available in another section of the Guide.

New Building Valuation in the First Year

- Use the Income Approach for all new income producing buildings.
- Determine the value of the land using the baseline value or comparable land value from similar properties in the neighborhood.
- Deduct the land value from the income value to compute your building value. Building value will be the remainder.
- Apply the percentage complete to the building value.

Demolitions

Demolition refers to the complete or partial removal of improvements. Partial demolitions include interior demolitions or exterior demolitions of the structure. A complete demolition of a structure includes the removal of the footings. Demolitions should have a corresponding physical change entered in Vision.

Progress Assessments at the beginning of each season, for buildings that had progress removal in the prior year (as evidenced by a NP- or B-) add back value of prior year progress removal if construction plans remain on the same trajectory. You may determine NP- or B- by querying BIS.

PROGRESS ASSESSMENT AND REMOVAL RULES

In compliance with the New York City Administrative Code 11-209 on Taxable Status of Building in Course of Construction, all new building construction at its 1st year of construction and certain primarily commercial buildings (excluding parcels with hotel rooms) that are in their 2nd or 3rd year of construction are candidates to have the physical building value removed from the final roll if they are not complete or partially occupied as of April 14th. This is referred as Progress Assessment.

The following information provide qualifying criteria for progress assessment removal. Note: Progress assessments are to be done at the building level as described in the law

1st Year Progress Removals will apply to all buildings in their first year of construction when the following criterion is met:

Building is neither ready for occupancy nor partially occupied prior to Progress Day 4/15

Non-Condo 2nd and 3rd Year Progress Removals will only be granted when:

1. Building is neither ready for occupancy nor partially occupied prior to Progress Day 4/15
2. Building does not contain any hotel rooms.
3. Building is not on BBL (1-1049-29) as that lot existed on the tax map in year 2000; current BBL (1-1049-7501) and Condo No: 1-1311
4. Building (if mixed used) in addition to the above listed (criteria a, b, c)
 1. Must be primarily commercial (commercial square footage is greater than residential square footage) with some residential component and is receiving, has applied for and is eligible to receive a partial exemption through 421 A or
 2. Must be primarily commercial (commercial square footage is greater than residential square footage) with some residential component with the residential component in its entirety (both land and building) is receiving or has applied for and is eligible to receive a full exemption from property taxes. Potential exemptions that are identified that could fulfill the above criteria are 420C, Article XI (SIP), 420 A and 420 B.

Condo 2nd and 3rd Year Progress Removals for a condo unit or suffix will be granted if the building is primarily commercial buildings (commercial square footage is greater than residential square footage) when:

1. Building is neither ready for occupancy nor partially occupied prior to Progress Day 4/15
2. Building does not contain any hotel rooms.
3. Building is not constructed on BBL (1-1049-29) as that lot existed on the tax map in year 2000; current BBL (1-1049-7501) and Condo No: 1-1311
4. Building (if mixed used) in addition to the above listed (criteria a, b, c)
 1. Must be primarily commercial (commercial square footage is greater than residential square footage) with some residential component and is receiving, has applied for and is eligible to receive a partial exemption through 421 A or
 2. Must be primarily commercial (commercial square footage is greater than residential square footage) with some residential component with the residential component in its entirety (both land and building) is receiving or has applied for and

is eligible to receive a full exemption from property taxes. Potential exemptions that are identified that could fulfill the above criteria are 420C, Article XI (SIP), 420 A and 420 B.

Note: SSAs will implement 2nd and 3rd year removals based on the progress reports.

PROGRESS ASSESSMENT WORKFLOW:

All progress buildings must be inspected during Progress Assessment.

Photos and inspection forms are required for all progress inspections. Sample inspection forms are shown below for 1st Year and 2nd/3rd Year Progress Assessment

For 1st Year Progress Buildings:

0. Physical inspections should be completed no later than the date announced by borough SSA.
1. Time dated photos should be entered into VISION.
2. Paper reports should be completed by assessors. Originals should be submitted to supervisors; copies should be retained by assessors and scanned into Associated Documents.
3. Removals of progress assessments (NP-) in VISION and checking for postings to PTS are to be done by assessors as directed by SSA/supervisor no later than the date announced by the borough SSA/supervisor. Assessors having any questions (for example, qualifying criteria; difficulties with entries; posting errors) should consult with SSAs/supervisors immediately. Please refer to "" that is provided above for progress removal determination.
4. The district assessor is responsible for updating Vision Property Notes, visit history, removing the progress building (only if it is not ready for occupancy or partially occupied) and to ensure that the BIS code is appropriate for 1st Year Progress Buildings. If the building is complete, do not change the BIS code to NBC. This will result in the BBL's removal from inventory next year. Percent complete field should not be updated to avoid confusion for next year's physical value addition amount. However, this information should be noted as part of Property Notes.
5. As a reminder, the building override value should be entered as zero or to the pre-existing improvement amount prior to entering an "NP-". Assessors should ensure that the intended value change is posted accurately within Vision Abatement and Value Change Screen and within PTS.

For 2nd/3rd Year Progress Buildings:

**ALL OFFICE WORK BY ASSESSORS SHOULD BE DONE ON 2/3 YEAR PROPERTIES FIRST.*

- a. Physical inspections should start right away once the Progress Assessment Inventory is published and need to be completed no later than the date announced by borough SSA/supervisor.
- b. Time dated photos should be entered into VISION.
- c. Digitized reports (and where necessary, attachment of copies of DOB Schedule A) should be completed by assessors. Assessors need to complete the assessor recommendation portion. Assessors are to make NO value changes in VISION and should retain copies of progress reports. Originals should be submitted directly to SSAs, or supervisors no later than the date announced by the borough SSA/supervisor.

- d. SSAs and supervisors will review assessors' progress reports, Schedules A, and photos. SSAs/supervisors will make appropriate value changes within VISION after review if warranted. For cases where removals are clear-cut (for example, fully commercial parcels), supervisor(s) may review progress reports, make final determinations, and implement removals.
- e. Removal of second- and third-year progress assessments (B-) in VISION and checking for postings to PTS are to be done by SSAs or supervisors no later than the announced deadline.
 - f. **For a list of qualifying criteria please refer to "Progress Removal Rules" provided above.** Pdf version of progress reports should be uploaded into Associated Documents.

Please DO NOT initiate any 2nd and 3rd year progress removals on the primarily commercial mixed used buildings without reviewing exemption information. This information gets provided within the progress assessment directories in G drive and SharePoint folders.

Progress Assessment:

There should be NO BIS code and NO percent complete changes on the Depreciation Screen during Progress Assessment.

Even if the progress building value is removed for a parcel that is entitled to progress removal based on Admin Code 11-209, the BIS code and Percent Complete must stay the same as the tentative roll valuation.

The alternating scenario is also true; even if there was no progress removal and the building was complete at the time of progress assessment, **changes to BIS code and Percent Complete during are not permitted during progress assessment. A BIS code of "complete" during Progress Assessment will result in all jobs being removed from the inventory without having the associated remaining physical building value addition.** The change in BIS code for this scenario is to be entered during the following tentative roll when associated value increase for the incremental percentage change is getting entered as physical building value.

More information on progress assessment can be found in PROGRESS ASSESSMENT and PROGRESS REMOVAL RULES section.

Additional Note:

Throughout the year Assessors or Assistant City Assessors (ACA) can come across construction activity during Field Inspections, Administrative Inspection Survey or Cyclomedia Desktop Review Project. Assessors and ACA's that are not in charge of valuation of that particular parcel can still update other Vision Screens such as Visit History screen and update Property Notes using note type (PHYS) with the suggested BIS code changes, percent complete needed if they notice construction activity or if they notice change on the progress of the construction. However, they should not make direct changes to the BIS codes on Depreciation Screen to avoid confusion. This is to keep the alignment of physical valuation and construction activity tracking.

Assessors should speak with their supervisors to obtain the current year Progress Buildings Lists from the Property Analytics Group.

Progress Assessment Digitized Form Links:

1st Year Progress Form Links:

Manhattan: <https://forms.office.com/g/igy783tD25>

Bronx: <https://forms.office.com/g/ia5vrTPVap>

Brooklyn: <https://forms.office.com/g/SY89TvdGCK>

Queens: <https://forms.office.com/g/WgauU5M9M9>

Staten Island: <https://forms.office.com/g/5TK3Qb96LA>

2nd/3rd Year Progress Form Links:

Manhattan: <https://forms.office.com/g/fawMyeVJid>

Bronx: <https://forms.office.com/g/VnZd1OTbZf>

Brooklyn: <https://forms.office.com/g/fyBnZG7WEC>

Queens: <https://forms.office.com/g/gp4eHiSLmC>

Staten Island: <https://forms.office.com/g/dxw2Z1YgC7>

When to Use a Work in Progress (WIP) Flag

Please note that WIP flags, while useful in an assessor's or ACA's workflow, can become difficult to manage if overused and untracked.

A WIP flag should be used at the beginning of the tentative roll period after an initial, physical inspection results in a value and/or BIS Cd status change in Vision. This serves as a "hold" as WIP flags will appear on subsequent iterations of the BIS Inventory so assessors can track their work. A WIP flag can and should also be used by an Assistant City Assessor when descriptive and/or parcel reclassification, likely to result in a value change, is recommended. A thorough Property Note must be entered to indicate to the assessor what the findings of the inspection were and what the specific recommendation is. A WIP flag without a proper note only serves to delay valuation and offers little to no value.

Additionally, WIP flags may be used by the PTS group to indicate when new condominium development is uploaded to Vision. The WIP check box is selected for all parts of the development: main, suffix, and unit(s). The check boxes on the units associated with the development are deselected by assessors during the loading process but will remain on the main and suffix level until they are valued. The flag will remain on the unit level of some parcels because of an amendment (apportionment, merger).

Note on Condo WIP Flags from the Condo Unit: WIP flags should not be removed if a condo is still not loaded and remains a skeletal record. After the Main, suffixes and lots are loaded, they are attached to each other. No condo lot should have a WIP flag on if they are loaded and are attached to the suffix. Value should be on the lot level. If no value on the lots, the Main, suffix, and the lots should be recalled (click the box underneath utilities in Vision on header and save the change). After the assessor reviews the condominium and there are no issues for valuation that need to be flagged, the WIP Flag can be removed from Main and suffixes.

END OF PERIOD VALIDATION / CHECKLIST

Assessors must ensure that the following is appropriately reflected in Vision:

- Field work completed with photos and visit history notes.
- Market Values Entered and Reviewed. Request a report if needed to confirm.
- Ensure all Work in Progress (WIP) flags are removed and ensure appropriate changes are entered before the close on Vision.
- Cross check notes and maps for physical information. Some physicals are discovered by assessors in the field that are not on BIS listing. Make sure to capture the increases in Vision along with notes.
- All apportionments that were processed must be reviewed for method of valuation and physicals entered.
- Correct all Vision errors. See Error Reporting page on SharePoint.

Apportionments and Mergers (PTS)

Finance defines apportionments as the division of one or more lots into two or more lots. A merger is the joining of two or more lots into fewer lots.

For all apportionments/mergers:

1. Tax map is changed by the Tax Map Unit

Condominium apportionments are handled by the Condo Unit through PTS and are pushed to Vision by the assessors as part of their PTS Activity Center task – assessors then continue with #6 below. For non-condominiums, continue with #2 below. Training on condo loading will be provided by the Condo Unit on a rolling basis.

2. An e-mail from SharePoint (or hard copy for large apportionments) is sent to the appropriate borough office with PDF attachment which includes:

- a. Application abstract
- b. Tax map before change
- c. Tax map after change
- d. Surveys if available

Example email from SharePoint:



BK_7798_9.msg

Note: Additionally, these documents can be found attached to the project in PTS



3. Visit the site to determine the location of any improvements in relation to the new configuration and determine the percentage complete of any new improvements.
4. You may pencil in address, building square feet and land square feet and address on the map from site plan.
5. After determining which new lots come from which parent lots, apportion the current year assessments. Property characteristics must be updated in Vision immediately after apportionment.
6. New lots with any improvements should be revalued for the next year. In some cases, physicals placed on the parent lots are not carried over to the child lots. Assessors must ensure that any omitted physical changes for child lot records be reinstated for the current year.

7. Where a parent lot has either a governmental, institutional, construction or personal exemption, use the SharePoint Exemptions tool. Include date of inspection, observation, and contact information.

Prior to this year, copies of records could only be made to skeletal records; now assessors able to make a copy to non-skeletal records.

To make a copy, under 'File' select 'Copy Parcel Utility' and select copy to existing parcel.

When copying a "Master" parcel to a non-skeletal or skeletal parcel you are given an option to copy the apportionment override should there be one.

The Assessor is also given an option to copy the following:

- | | |
|-----------------------|--------------------|
| • Ownership and Sales | • Location History |
| • Outbuildings | • Visit History |
| • Extra features | • Property notes |

PTS Activity Center Workflow: Non-Condo Apportionment & Merger

Borough Clerk

1. New finalized by Tax Map Unit project will appear in Activity Center (AC) of corresponding Borough Manager (Borough Clerk in PTS)

Task Type – Create Package

- Borough Clerk "creates package" and completes task in PTS AC

Borough Supervisor and or Borough Clerk

2. Project appears in Borough Supervisor Activity Center

Task Type – Assign District Assessor AM-NC (Apportionment & Merger Non-Condo)

- Borough Supervisor completes task in PTS AC. The complete task window will have option to assign the District Assessor

District Assessor

3. Project appears in District Assessor's Activity Center 1st time.

Task Type – Complete Field Inspection

- Assessor completes "field inspection" and completes task in PTS AC

4. Project appears in Assessor's Activity Center 2nd time.

Task Type – Complete AM transaction

- Assessor opens task, works on adjusting Properties Values and **Validates then** completes task in PTS AC
5. Project appears in Assessor's Activity Center 3rd time.
- Task Type – Set CAMA data status.
- Assessor opens task and sets CAMA Record Status to “R: Ready”, hits Validate, hits Complete Task button in Activity Center
6. Project appears in Assessor's Activity Center 4th time.
- Task Type – Wait for CAMA update.
- Assessor waits for overnight batch to be completed. CAMA update column should have “P” for Posted to complete task.
 - When CAMA Update column is changed to “P” Assessor completes the task in PTS AC
7. Project appears in Assessor's Activity Center 5th time.
- Task Type – Complete CAMA update AM-NC
- Assessor adjusts and changes in Vision CAMA if needed and completes the task in PTS AC

Apportionment / Merger Process

Changing the current map and adding (apportionment) or removing (merging) property from the current tax roll may be requested by either:

- Taxpayer / Owner through the Tax Map Unit, or
- Assessor when improvements are built across more than one tax lot.

Request by Taxpayer / Owner (Tax Map Unit)

The following depicts the apportionment / merger request process within 10 days of receipt from the TMU.

Request received by BAC / SSA/ Borough Clerk

SharePoint email, Hard Copy, attached to the project in Activity Center under the documents tab in the menu bar.



Logged in Borough on G drive link:

G:\Property_ORGPROJ\orgproj\SHARE\ASSESSORS and OTHERS\Apportionments

Supervisor is copied and maintains own log of requests distributed for tracking and reviewing.

Processing

- Received by assigned Assessor via a) SharePoint email b) hard copy and or c) attached to project in Activity Center (See above screenshot)
- All apportionment and mergers are processed in **Activity Center within PTS**, Activity Center is the application that executes apportionments and mergers in a workflow process based on task type.
 - Based on type and employee role tasks are automatically assigned in order of operation as they are completed.
 - *It is extremely important to click Validate prior to completing the Complete AM Transaction task, if validate is not click the results from the apportionment and merger will be incorrect and cannot be reversed.*
- Confirm borough, block, lot by checking deed description (ACRIS)
- For any exemption removals please use the SharePoint workflow out on Field Valuation
- Applications must be field inspected to determine the actual physical location of improvements, addresses and discrepancies with request. VISIT HISTORY note for apportionment / merger inspection must be entered in VISION. Photograph with date stamp must be uploaded.
- Supporting documentation required: current assessed value, current description, history of assessed value changes, and maps (old and new).
- Determine year to be apportioned / merged. If you are apportioning/ merging a lot between July and January, the values used are the final values from the previous year. No changes made during valuation will be included. Apportions/Mergers processed after Jan 15 to May (when system is brought down for final) use tentative values which would include any changes (physicals, equalizations, etc.).
- Complete apportionment / merger work sheet
- Assigned Assessor returns request with supporting documentation to Supervisor.

Resource documents can be found in the below SharePoint locations:

[Training documents](#) (*<Click and scroll down to the Shared Documents library>*)

- Apportionment and Mergers Activity Center – Condo Unit Tasks
- Apportionment and Mergers Activity Center – Assessor Tasks
- Apportionment and Mergers Activity Center – Borough Clerk Tasks
- Apportionment and Mergers Activity Center AM Workflow – Condo

- Apportionment and Mergers Activity Center AM Workflow – Non-Condo

[User Guides](#) (*←Click and scroll down to the Shared Documents library*)

- NYC Non – Condo AM WF District Assessor User Guide
- NYC Non – Condo AM WF Borough Clerk User Guide
- NYC Condo AM WF District Assessor User Guide
- NYC Condo AM WF Borough Clerk User Guide
- NYC Condo AM WF Condo Unit User Guide
- NYC Values Apportionment and Merger User Guide (Transactions Guide- not Activity Center)
- NYC Property Data User Guide (Supplemental Information)

For all PTS questions/Issues/and or assistance email **PVM PTS Support**
PVMPPTSsupport@finance.nyc.gov

Final Review – Received by Supervisor for final review.

- Confirms all necessary appraisal data has been correctly loaded and updated in VISION.
- Create Property Note of approval of apportionment / merger request.

Request returned to BAC / SSA/ Borough Clerk for files.

PTS Activity Center – Assessor Tasks

1. Login to iasWorld
2. Click **Activity Center** link from PTS main menu bar, new screen displays.
3. From **Activity Center**, click **Refresh**.

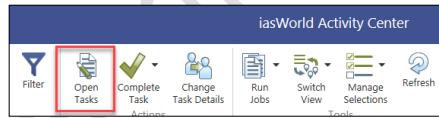


4. Locate **Task Type** assigned to you in queue.

5. Check the checkbox next to task to select the task.



6. Click **Open Tasks** from ribbon, new screen with corresponding PTS Transaction displays for execution.



7.

IF	THEN
New Condo, Condo Amendment or Condo Termination	<p>Task Type: Complete Field Inspection Workflow: A&M Condo</p> <ul style="list-style-type: none"> Click Complete Task in the ribbon A window will display with the option to add notes, hit Complete when finished, this will end the task

IF	THEN
Non Condo Apportionment /Merger	<p>Task Type: Complete AM Transaction Workflow: A&M Non-Condo</p> <p>Subcategory: Combo (Merger) or Split (Apportionment)</p> <ul style="list-style-type: none"> • Distribute assessed values for each new child lot for both: <ul style="list-style-type: none"> ◦ Land Value <ul style="list-style-type: none"> ▪ Click field to make changes ▪ Click enter, field value will adjust ◦ Building Value <ul style="list-style-type: none"> ▪ Click field to make changes ▪ Click enter, field value will adjust <p>***Note: Not all Remaining Values have to be distributed.</p> <ul style="list-style-type: none"> • Click Validate once finished distributing values <ul style="list-style-type: none"> ◦ After Validation check the following tabs: <ul style="list-style-type: none"> ▪ Parcels Tab – Confirm drop date for parcels that should be dropped ▪ Values Tab – Confirm AH values have been created ▪ Pseudo History Tab – Confirm 5 previous years of history has been created for each new lot <p>** The above checks can be found in the Apportionment and Merger Validation Check List document.</p>

- Click **Complete Task** in the ribbon

- New window with option to add notes displays, hit **Complete** when finished, this will end task

Task Type: Complete AM Transaction

Workflow: A&M Non-Condo

Subcategory: Many To Many

- Open Apportionments/Mergers transaction in **Maintain**
- Create new project by clicking on  sign next to **Project#** box:
 - Enter "9" to **Boro** field
 - Enter "0" to **Block** field
 - Click **Generate** to populate Project#
 - Click on **Create** button

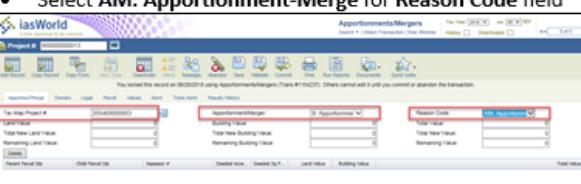
Enter new Project # to create

Boro	9
Block	0
Project #*	900000000013
<input type="button" value="Generate"/> <input type="button" value="Create"/> <input type="button" value="Cancel"/>	

- Enter Subject ID from Activity Center to **Tax Map Project #** box

Workflow	Task Type	Subject ID	Year	Address	City	Category	Subcategory
A&M Non-Condo	Set CAMA Data	201355000004	2013			Prop NonCondo	Split
A&M Non-Condo	Update for Camo	201818000001	2018			Prop NonCondo	ManyToMany
A&M Non-Condo	Complete AM Transaction	205488000003	2019			Prop NonCondo	Split-Combos

- Select S: Apportionment/Split for Apportionment/Merger field
- Select AM: Apportionment-Merge for Reason Code field



- Click **Add Record** icon to add a new record, add as many records as needed to create Parent-Child relation



Project #: 900000000013

- Distribute assessed values for each new child lot for both:
 - Land Value
 - Click field to make changes
 - Click enter, field value will adjust
 - Building Value
 - Click field to make changes
 - Click enter, field value will adjust
- Click **Validate** in the ribbon once finished distributing values
- Click **Commit** in the ribbon
- Go back to **Activity Center** and click **Complete Task**

Task Type: Update CAMA Data Status

- Workflow:** A&M Non-Condo
- Perform steps 3 - 6
- Set CAMA Record Status dropdown to "Ready"
- Click **Complete Task** in ribbon
- New screen with option to add notes displays, hit **Complete** when finished, this will end task

Task Type: Wait for CAMA update

- Workflow:** A&M Non-Condo
- Perform steps 3 and 4
- Make sure that CAMA Update Status is updated to **P**

Task Type	Project #	Tax Year	CAMA Update Status
Wait for Cama Update	304165000001	2019	P

- Perform steps 5 and 6
- Click **Complete Task** in ribbon
- Click **Complete Task** on question popup "Would you like to complete task?", this ends the task

8.

Task Type: Complete CAMA Update

Workflow: A&M Non-Condo and A&M Condo

- Perform steps 3 - 6
- Make adjustments and changes in **Vision CAMA** system (if needed)
- Click **Complete Task** in ribbon
- Click **Complete Task** on question popup "Would you like to complete task?", this ends the task

Apportionments and Mergers Checklist

After clicking Validate, in the “Complete AM Transaction” task in Activity Center, you must check 3 tabs to confirm the task was completed correctly. Below are the items that need to be confirmed before completing the task/ committing the project.

This screenshot shows the iasWorld software interface for Apportionments/Mergers. The main window displays a table of parcels being apportioned. At the top, there are several buttons including 'Validate' which is highlighted with a red box. The table includes columns for Parent Parcel ID, Child Parcel ID, Assessor #, Deeded Acre, Deeded Sq Ft, Land Value, Building Value, and Total Value. The 'Validate' button is located in the toolbar above the main data grid.

Step 1: Check the Parcels tab.

What to check:

- If a lot is being dropped check the “Drop Date” field, the field should contain the correct date of when the parcel is dropped.
- If no lots are being dropped the field should be blank

This screenshot shows the iasWorld software interface for Apportionments/Mergers, specifically focusing on the 'Parcel' tab. The 'Parcel' tab is highlighted with a red box. In the main data grid, two parcels are listed with their details. One parcel has a 'Drop Date' of '09/17/2013'. Below the grid, there is a detailed view of a single parcel. The 'Drop Date' field is highlighted with a red box and contains the value '09/17/2013'. Other fields visible include Property Location, Description, Building Unit, City/State, Building Name, Building Class, Community NHD, Notes, and various identification numbers.

- To check additional parcel's, click in the upper grid on each record, the bottom section will display with that records data.

Apportion/Merge Owners Legal Parcel Values Asmt Trans Asmt Pseudo History								
Parcel Id	Nbhd	Land Use	Class	Acres	Who	When	Record	Status
4125420010	000	K2	4		KINGG	09/17/2019 03:08 PM	Current	
4125420003	000	K2	4		DMITRIEVAE	09/13/2019 04:10 PM	Current	

Step 2 Check the Values tab.

What to check:

- On the Values tab scroll down to the "Market Value Changes from CAMA" section and confirm the "APP-Merger-Hist (AH)" field has values.
- Check for each record (Parcel)

The screenshot shows the iasWorld software interface for managing parcels. The main window title is "Apportionments/Mergers". The top navigation bar includes "Tax Year: 2011", "Jur: PRODUCTION", "Search", "Selected Transaction", "New Window", "History", "Deactivated", and "N: 0 of 0". Below the navigation is a toolbar with icons for Add Record, Copy Record, Copy From, Adv. Copy, Drafts, Alerts, Remainder, Save, Validate, Commit, Print, Run Reports, Documents, and Quick Links.

The main content area has tabs: Apportion/Merge, Owners, Legal, **Parcel**, Values, Asmt, Trans Asmt, and Pseudo History. The **Parcel** tab is selected. A table displays two records:

Parcel Id	Par.Land	Par.Building	Par.Total	Who	When	Record	Status
4125420003	\$1,990,000	\$205,000	\$2,275,000	KINGG	09/17/2019 03:08 PM	Current	
4125420010	\$0	\$0	\$0	KINGG	09/17/2019 03:08 PM	Current	

Below the table, there are fields for Roll Type (RP_NY), Note, and Post Type (Y-Post to AA13).

The "Values" tab is active, showing the "Market Value Changes from CAMA" section. This section contains various fields for land and improvement values, along with a table for App-Merger-Hist (AH). The "App-Merger - HIST (AH)" table has two rows, with the second row highlighted by a red arrow pointing to the value "-\$2,000".

Land	Improvement	CBN EO Change Code
Equalization (E):	92,000	
Alteration (A):		
Bldg-Prog (NP):		
New Bldg (N):		
Bldg-Prog Last (S):	286,000	
Demolition (D):		
App-Merger (AP):		
App-Merger - HIST (AH):	1,321,000	-\$2,000
Gall-Loss - Street (S):		
TRANS-RELOC (T):		
Physical-Other (P):		
Sandy (DS):		

Step 3 Check the Pseudo History tab.

What to check:

- On the Pseudo History confirm 5 years of history values has been created

The screenshot shows the iasWorld software interface with the following details:

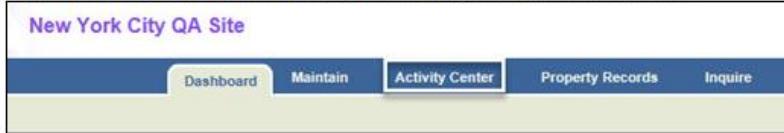
- Header:** Project #: 412542000002, Tax Year: 2021, Job: PRODUCTION
- Toolbar:** Add Record, Copy Record, Copy Form, Adv. Copy, Dispatches, Alerts, Reasons, Abandon, Save, Validate, Commit, Print, Run Reports, Documents, Quick Links
- Tab Bar:** Apportion/Merge, Owners, Legal, Fiscal, Values, Audit, Trans Amt, **Pseudo History**
- Data Grid:** Shows three rows of historical data for Period Id 4125420003 across Tax Years 2020, 2019, 2018, 2017, and 2016.
- Table (highlighted by a red box):** A detailed breakdown of property values for Land, Bldg, and Total across the same five tax years.

NOTE: If any of the items checked are missing or incorrect, DO NOT complete the task or commit the transaction. Please reach out to PVMPTSSupport@finance.nyc.gov immediately.

PTS Activity Center – Borough Clerk Tasks

The process outlined below provides a step-by-step approach to completing individual tasks assigned to the Borough Clerk during apportioning and/or merging parcels.

- Completing package creation
- Assigning project to district assessor.

Step	Action
Creating Package	
1.	Login to iasWorld
2.	Click Activity Center link from PTS main menu bar, a new window will open 
3.	From Activity Center , click Refresh 
4.	Find Create Package Task Type that is in your queue for you to execute ***Create Package means to prepare a folder with all the documentation needed by the assessor to perform apportionment/merger of tax lots.
5.	Check in the box next to task

	Workflow <input checked="" type="checkbox"/> A&M Non-Condo	Task Type Create Package	Subject ID 101017000003
6.	Click Open Tasks from the ribbon, a new screen will display showing the apportionment/merger transaction in Activity Center frame		
			
	<i>*** If the package is already created, the task can be completed without Open Tasks by clicking on Complete Task</i>		
7.	Click on Documents button from the transaction ribbon. If not (0) attachments, click on View to open attachment(s) to print		
			
8.	Click Complete Task in Activity Center ribbon		
			
	<i>*** It is always recommended to click Refresh after task is completed</i>		

<h3 style="background-color: #cccccc; padding: 2px;">Assigning Project to District Assessor</h3>	
1.	Click Complete Task in ribbon
	

2. ✓ A new screen will display with the option to add notes.
✓ Select an assessor from **Assignee** dropdown list, add notes (if needed).
✓ Hit **Complete Task** when finished - this will end the task

Complete Task

You selected Complete for 1 task.

Fill in information to associate with the workflow or next task:

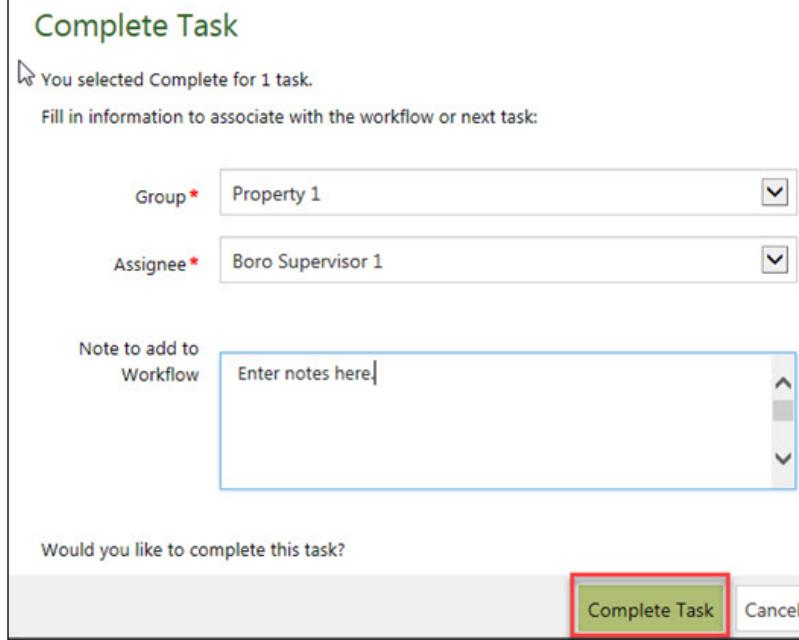
Group* Property 1

Assignee* Boro Supervisor 1

Note to add to Workflow
Enter notes here.

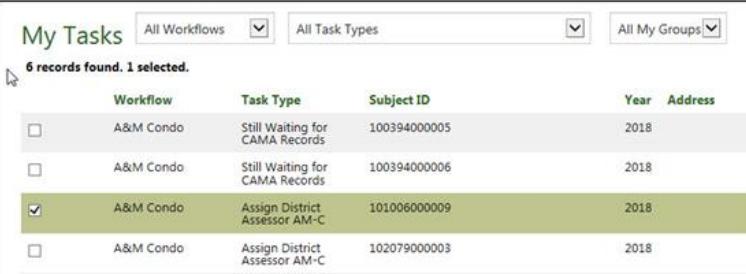
Would you like to complete this task?

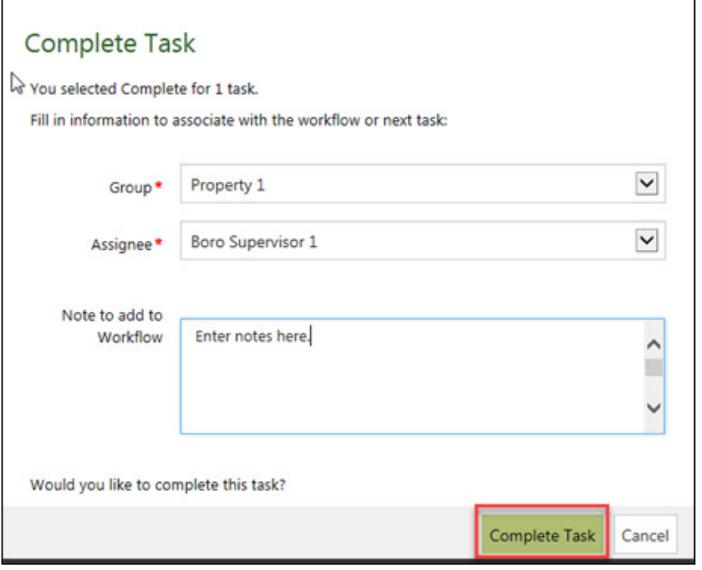
Complete Task **Cancel**



PTS Activity Center – Supervisor/Clerk Tasks

The process outlined below provides a step-by-step approach to completing individual tasks assigned to the Borough Supervisor during apportioning and/or merging parcels.

Steps	Action																									
1.	Login to iasWorld																									
2.	Click Activity Center link from PTS main menu bar, a screen will display 																									
3.	From Activity Center , click Refresh 																									
4.	Find Task(s) Type that is in your queue for you to execute, Assign District Assessor																									
5.	Check the in the box next to task  <table border="1"> <thead> <tr> <th>Workflow</th> <th>Task Type</th> <th>Subject ID</th> <th>Year</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td>A&M Condo</td> <td>Still Waiting for CAMA Records</td> <td>100394000005</td> <td>2018</td> <td></td> </tr> <tr> <td>A&M Condo</td> <td>Still Waiting for CAMA Records</td> <td>100394000006</td> <td>2018</td> <td></td> </tr> <tr style="background-color: #6B8E23; color: white;"> <td>A&M Condo</td> <td>Assign District Assessor AM-C</td> <td>101006000009</td> <td>2018</td> <td></td> </tr> <tr> <td>A&M Condo</td> <td>Assign District Assessor AM-C</td> <td>102079000003</td> <td>2018</td> <td></td> </tr> </tbody> </table>	Workflow	Task Type	Subject ID	Year	Address	A&M Condo	Still Waiting for CAMA Records	100394000005	2018		A&M Condo	Still Waiting for CAMA Records	100394000006	2018		A&M Condo	Assign District Assessor AM-C	101006000009	2018		A&M Condo	Assign District Assessor AM-C	102079000003	2018	
Workflow	Task Type	Subject ID	Year	Address																						
A&M Condo	Still Waiting for CAMA Records	100394000005	2018																							
A&M Condo	Still Waiting for CAMA Records	100394000006	2018																							
A&M Condo	Assign District Assessor AM-C	101006000009	2018																							
A&M Condo	Assign District Assessor AM-C	102079000003	2018																							

6.	<p>Click Open Tasks from the ribbon, a new screen will display with the corresponding PTS Transaction to execute the task assigned to you</p> 
7.	<p>Click Complete Task in the ribbon</p> 
8.	<p>A screen will display with the option to assign to an assessor and to add notes, hit Complete Task after choosing assignment when finished, this will end the task</p> 

Assessor Initiated Mergers

In the event you are required to merge lots in which the building crosses lot lines, follow the SharePoint workflow instructions below:

1. Assessor initiates request to their supervisor to merge lots and consults with SSA/Supervisor
2. Assessor fills out their portion of tracking form in SharePoint.
3. Field Valuation will confirm common ownership, no ECB violations on the pending lots or tax lien(s).
4. Letter to property owner will be sent by snail mail and a copy will be scanned and added to the attachments. (Field Valuation)
5. The owner will have 30 days from the date on the letter to respond by email. The merger will be pending in the queue.
6. If the owner opposes the Merger within 30 days, an email notification is sent to the SSA and Assessor letting them know the request was not approved.
7. If the merger is approved by the owner or if there is no compliance from said owner within the allotted time, TMU will proceed with the merger.
8. Tax Mapping Unit will approve or reject the merger and confirm completion or denial on SharePoint.
9. The SSA and Assessor will receive an email notification stating the request was completed or denied.



Condominium Apportionments

PTS Implementation

1. An application for a new condo or condominium amendment apportionment is filed online with DOF Tax Map Office
2. Once an application is accepted and fees are paid, tentative condominium lots are assigned by the Tax Map Office
3. Applicant files with DOB
4. A worksheet is submitted to Tax Map Office for review and approval.
5. Approved worksheet along with condominium package is submitted to Tax Map Office for review. It is then approved and returned to the applicant.
6. Applicant submits Condo Declaration, floor plans and/or any other associated Property documents to City Register for recording.
7. Condo Declaration, floor plans and/or any other associated Property documents are recorded in ACRIS. Land Records processes the recording of the documents and Tax Map Office is notified of this recording.
8. Tax Map Office verifies this information, approves the worksheet, and updates Tax Map with the new lots.
9. Newly approved and finalized condos are pushed to Condo Supervisor's queue under a project number.
10. Supervisor checks condo/project and distributes to the condo assessors.
11. Condo assessor, open task in activity center, works on any adjustment of properties values and completes task in PTS Activity Center.
12. Once completed and refreshed, the condo/project appears in condo assessor's Activity Center for a second time.
13. The task now reads: Update CAMA Data Status.
14. The task is opened, the condo assessor sets the CAMA ready status to "R" and completes task in PTS Activity Center.

15. Once completed and refreshed, the condo/project disappears from the condo assessor's queue.
16. Condo/project then appears in the Activity Center of the corresponding Borough Manager.
17. The Borough Manager creates package and completes task in PTS Activity Center.
18. The condo/project then appears in the Borough Supervisor's Activity Center for the 1st time.
19. The Supervisor assigns project to assessor, complete task.
20. Project appears in Supervisor's queue for a 2nd time, while waiting for CAMA Status Update.
21. When CAMA Update column is changed to "P", the Supervisor completes task in PTS Activity Center.
22. Condo/project then appears in District Assessor's Activity Center for the 1st time.
23. Assessor completes field Inspection and completes task in PTS Activity Center.
24. Condo/project appears for the 2nd time in assessor's queue.
25. Assessor makes adjustments and changes in Vision and completes the task in PTS Activity Center.
26. Assessor values the Condo during valuation period.

PTS Activity Center Workflow – Condo

Condo Unit

1. New finalized by Tax Map Unit project appears in Activity Center (AC) of Condo Unit Team 1st time.

Task Type – Complete Condo Apportionment Merger

- Condo Unit Team Assessor opens task, works on adjusting Properties Values and completes task in PTS AC

2. Project appears in Condo Unit Team Activity Center 2nd time.

Task Type – Update CAMA Data Status

- Condo Unit Team Assessor opens task, sets CAMA Record Status to “R: Ready” and completes task in PTS AC

Borough Clerk

3. Project appears in Activity Center of corresponding Borough Manager (Borough Clerk in PTS)

Task Type – Create Package

- Borough Clerk “creates package” and completes task in PTS AC

Borough Supervisor or Borough Clerk

4. Project appears in Borough Supervisor Activity Center 1st time.

Task Type – Assign District Assessor AM-C (Apportionment & Merger Condo)

- Borough Supervisor completes task in PTS AC. The “complete task” window will have option to assign the District Assessor

5. Project appears in Borough Supervisor Activity Center 2nd time.

Task Type – Still Waiting for CAMA Status Update (Apportionment & Merger Condo)

- Borough Supervisor waits for overnight batch to be completed. “CAMA Update” column should have “P” (Posted) to complete task.
- When “CAMA Update” column is changed to “P”, Borough Supervisor completes the task in PTS AC

District Assessor

6. Project appears in District Assessor’s Activity Center 1st time.

Task Type – Complete Field Inspection

- Assessor completes “field inspection” and completes task in PTS AC

7. Project appears in Assessor’s Activity Center 2nd time.

Task Type – Complete CAMA update AM-NC

- Assessor changes in Vision CAMA if needed and completes the task in PTS AC

Condominium Amendments

The following depicts the process when amendments are requested to existing condominiums by the taxpayer.

- Amendment request received by BAC/ SSA/Borough Clerk
- PDF form is sent from Land Records in email.
- The Condominium Unit will enter information on condo amendment form.
- The condo unit enters merger/apportionment from amendment declaration in PTS.

Processing

Received by assigned Assessor via activity center in PTS.

- Confirm borough and condo# by verifying amendment filing in ACRIS.
- Exemptions on current tax roll must be queried by email to the Exemptions Unit and copied to property liaison.
- Supporting documentation will be forwarded to the borough by the condo unit. Assessors should perform a field visit when necessary.
- Determine year to be apportioned/merged. If request received post tentative the current year will be apportioned/merged. Requests received during tentative (CBN), tentative value will be apportioned/merged.
- Review condominium worksheet, if correct, validate, and complete task in Activity Center in PTS.
- Update all necessary data in Vision.

Final Review

Received by SSA for review.

- Assigned Assessors enters appraisal information necessary for valuation in VISION.
- PROPERTY NOTE for amendment is created on the condo main card, suffix card and lot cards.
- Attach amendment documentation and approved condo worksheet. ASSOCIATED DOCUMENTS

- Supervisor confirms all necessary appraisal data has been correctly loaded and updated in VISION. Create Property Note of approval of apportionment / merger request.

Request returned to BAC / SSA/ Borough Clerk for files.

Frequently Asked Questions Concerning Condominium Amendments

How is the Condo Apportionment Request Form used?

The Condominium Apportionment Request form is used by assessors to record relevant information obtained from the condo amendment. The information that is considered relevant is the data that will affect the assessment or method of valuation. This data will primarily indicate changes in sizes of lots, unit count or lots counted, and/or changes affecting the unit allocation factor (such as the CIP) or changes in tenant usage. The form also records the assessor's proposed distribution of assessed value resulting from the amendment changes.

What does the assessor record on the Condo Apportionment Form?

The Condo Apportionment Form is comprised of two parts.

The first part of the form is used by the assessor to specify location and parcel information of the condo and its lots being affected (Borough, Section and Volume, Condo Amendment ID, block and lots, street name, name of condo). This section also collects the descriptive data that will determine the resulting tax class (number of residential and commercial units, number of stories, yrblt/alt, total residential and commercial gross building area), and asks the assessor to reply to a series of yes/no questions (built new as condo? Is this a condo coop? is this an elevator building?). The assessor is also to state the future tax class for the parcel in this section.

The second part of the form is used to show how the affected lots "current" assessed value were allocated prior to the amendment change and then after implementation of the amendment changes- a before and after snapshot of the changes to building class, unit designation, suffix designation, lot number, and area size are recorded.

Generally, the new common interest percentages that are provided by the condo amendment are used as the unit allocation factor to be recorded in part two of the form and will be used to calculate the distribution of the assessed value.

Do I calculate the "after amendment" change assessed values?

No-the assessor is only required to provide the "before amendment change" assessed values; the Condo Team will take responsibility for calculating the "after amendment change" assessed values.

How will I be supplied the condo amendment data?

The condo amendment data is filed by the owners or Condominium Board with the Department of Finance's Land Map Unit. The Land Map Unit sends the following documents to Property via e-mail, and that data is then typically distributed to the assessor either by the Borough Liaison or the SSA:

- a) Application for Filing an Amendment to a Condominium Declaration
- b) PDF copy of the filed Condo Amendment
- c) PDF copy of the Floor Plans (Maps)

How do I determine which is the latest amendment filed?

The Land Map Unit creates a Condo Amendment ID for each condo amendment filed. It consists of the Borough number (1 through 5), and the condominium number followed by a letter of the alphabet. Each successive amendment is given the next higher letter in the alphabet; therefore, the first amendment would have a suffix letter of 'A' while the second amendment would have a suffix letter 'B' (amendments follow sequential lettering from A through Z). As an example, the third amendment for Manhattan Condo #233 would have the ID of 1-233-C (since 'C' is the third letter of the alphabet).

How do I determine which "current" assessment period should be apportioned?

The "current" assessed value that is to be apportioned can be either the Final assessed value of the year we have just completed, or the Tentative assessed value of the year we are working on; the selection is dependent upon the date the condo apportionment is being completed. If the apportionment is being completed on or in-between the dates of May 25th and January 14th, the Final assessed value of the previous year will be used. However, if the apportionment is being completed on or in-between January 15th and May 24th, the tentative assessed values of the year you are in will be used. On the Condo Apportionment Form, the assessor must indicate whether the assessed values of the Final or Tentative is being recorded, he/she does this by circling either Final or Tentative on the form.

What other documents are used when apportioning a condo?

The following documents must also be supplied to the Condo Specialist when submitting the Condo Apportionment Request Form that involves a common interest percentage change:

1. PTS assessed value screen (formerly PACS function 12)
2. PTS descriptive screen (formerly PACS function 11)
3. PTS equivalent of RPAD screen 17 for lots

NOTE: If the amendment change does not require a change in common interest percentages, these additional documents are not required. For example- a building class change only does NOT require the additional printouts.

When do I need to request a new suffix?

The condo amendment often will indicate that units that were previously used for commercial purposes have been converted to residential use (or vice-versa), in these cases, where the change in usage or building class does not agree with any pre-existing suffix categories of the condo, the assessor is to place a request to the Condo Team.

When do I need to request a reassignment of a lot to a different suffix?

Any time a condo's Lot building class changes, the assessor must also review the current suffix type (C or R) it is linked to, and then evaluate whether it should remain in that suffix or not. In most cases a change in the condo lot building class will require a reassignment of the lot, to either a different or new suffix. The assessor must keep track of all potential reassessments of condo lots to new suffixes and provide the listing to the Condo Unit as soon as possible. The Condo unit will then process the requested suffix reassessments.

Apportionments: Air Rights

If you receive an apportionment that contains an air rights lot, remember these are development rights and do not constitute real property for the purposes of valuation. If there has been construction on the property, its value should be reflected in the value of the base lot and not the air rights lot. For existing lots that do not involve an apportionment, consult with Property Review and Assessment Defense (PRAD). Where possible, we will try to fold the air rights into the base lot and value using the standard procedures for the property's Tax Class.

Contact PRAD for assistance in implementing value reflected lots in PTS.

All apportionments are to be reviewed by a supervisor who will indicate approval in an APRS note type.

Energy Efficiency Local Laws

“Benchmarking” – Building Count and GSF

There are several Local Laws concerning energy efficiency that depend on data from PVM. Per the Energy laws, the population of tax lots subject to jurisdiction is determined by the Covered Building List (CBL). This list, created annually, is primarily based on DOF Building Count and Gross Square Footage (GSF). When creating the CBL, Building Count is based on Supplemental Data tab in Vision, Liv\GBA in the top Vision banner. Using this field allows us to capture the total GSF for a tax lot, even if the parcel has multiple building cards. New in 2021, the CBL included parcels with multiple cards but had a building card which indicated that a single building was above the one building legal threshold of 25,000 GSF and total GSF was below the multiple building threshold. It is therefore imperative that that parcels with multiple building cards in Vision have the correct GSF for each building entered on the individual building card.

DOF has a dedicated E-mail Box for LL133/84 (see below for other local laws) for inquiries concerning the laws and or challenges to our building count and/or GSF. When a challenge comes to the Benchmarking e-mail, QA performs a first-level investigation for reasonableness of challenge before referring to borough assessment offices and or requesting an architect's letter from the property owner/representative. Upon referral, the district assessor will be expected to research the descriptive data challenge, make the necessary change in Vision, enter a MISC Note in Vision regardless of change to descriptive data or not, and send a return e-mail to the staff that is responsible for the “Benchmarking” E-mail box management.

Building Challenges: When an energy efficiency Building Count challenge occurs, QA asks that you update only BLDG COUNT on the Supplemental Tab in Vision and defer to standard procedure in creating multiple building cards when a challenge involves a change from one building to greater than one building.

GSF Challenges: For GSF Challenges QA asks you to use the Architect's Letter if provided, Desktop Review Tools and or the BIS Website to make a change to GSF. **Note:** For condos it is necessary that the *Condo Main* reflect a correct building count in Supplemental Data as well as the total GSF for all Suffixes.

QA creates a covered building lists that defines the population of tax lots that comply with the respective laws for the year. TC 1 parcels are not included and there are other exemptions from the list (contact QA for additional details). The lowest threshold covered building list, (LL133/84 & LL33) is one building on a tax lot greater than 25,000 GSF and more than one building on a tax lot greater than 100,000 GSF. There is another covered building list for LL87, that is one building greater than 50,000 GSF and more than one building greater than 100,000 GSF. There will be another covered building list for LL97 when it becomes effective in 2024. All the energy efficiency laws fall under the Mayor's Program – One City, Built to Last which has the main goal of reducing our emissions by 80% below 2005 levels by 2050. A brief description of each law that property is directly involved in is below:

- **Local Law 133/84** (2016/2009): Requires CBL properties to submit annual energy usage.

- **Local Law 87** (2009): The intent of this law is to inform building owners of their energy consumption through energy audits (surveys/analyses of energy use) and retro commissioning (ensuring correct equipment installation/performance). CBL properties must comply once every ten years, based on ending block number.
- **Local Law 33** (2018) – Mandates LL 133/84 building display energy grades given by DOB in a public space within the building. Grades are scheduled to be given to property owners on 10/1/2020. Uncertain how COVID 19 will alter these plans.
- **Local Law 97** (2019) – Created a new Climate Advisory Board at DOB, exploring and potentially creating a trading platform for emissions, creating an allowable emission limit for buildings based upon the GSF of the individual occupancy groups (a DOB Metric) within a building and fine for excess emissions. The first emission limit will be introduced in 2024 and then lowered in 2030.

Tax Class 1 Homes Classification and Valuation

Includes most residential properties of up to three units (family homes and small stores or offices with one or two apartments attached), and most condos (1 to 3 units) that are less than four stories. For most Tax Class 1 properties, values will be provided to you by a computer-generated model based on comparable sales review or regression analysis. Unless there is a substantive reason to do otherwise, modeled values are the default.

You may need to adjust the model generated values when the property has multiple buildings on an individual lot, is being renovated or newly constructed. In these instances, determine the market value for the property. The basis for the value must be documented in the appropriate Property Note type.

The determination of a market value outside of the model must be undertaken with great care and vigorously supported. Use of comp sales in Vision and use of the DOF sales file on our website are excellent resources. Ensure that our descriptive data and those of the comparable properties are accurate and truly similar.

One, two and three units predominantly residential properties owned and used by religious organizations as residences should be classified as TC 1 property. For example, a parsonage used as a single-family residence for a minister should be in major building class A.

Modeling TC1 Homes

The two most common methods of producing market values for Tax Class 1 parcels are:

- Multiple Regression Analysis (MRA)
- Comparable Sales Model

Multiple Regression Analysis (MRA)

A statistical technique used to analyze data to predict the value of one variable (the dependent variable), such as market value, from the known values of other variables (called independent variables), such as lot size, number of rooms, etc. When two or more variables are used, the procedure is called multiple regression analysis.

The dependent and independent variables are regressed using properties of known prices to determine the established relationships (coefficients) between the two types of variables. By taking the locational and descriptive data of sold properties Modeling can determine coefficients which are then used for the prediction of prices of similar, unsold properties.

Essentially taking what we know about those properties which have sold to estimate what we believe homes in a similar location with similar physical characteristics may sell for.

Comparable Sales Model

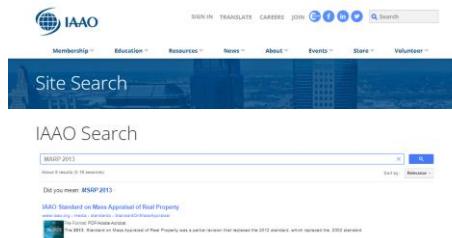
A comparable sales model uses arm's length sales of recently sold properties with attributes which are similar to the subject property. The first part of this methodology includes a comparable selection model which, optimally, identifies all useable sales within a reasonable distance to the subject. In New York City this methodology works well in neighborhoods with a high volume of sales. Homogeneous areas tend to be easier to model this way but in areas with more diverse home sizes and styles, the adjustments which need to be made to the sales somewhat reduces confidence.

Once the best comparable sales are selected, they should be adjusted for attributes that are dissimilar to the subject. The adjustments can be derived from comparing a sale possessing a certain attribute to another without it. The difference in sale price measures the value of the missing attribute.

Both methodologies rely heavily on a verified set of arms' length sales as well as accurate descriptive data.

International Association of Assessing Officers (IAAO) Standard on Mass Appraisal

<https://www.iaao.org> Search for: "MARP 2013"



International Association of Assessing Officers (IAAO) Standard on Automated Valuation Models

https://www.iaao.org/media/standards/Standard_on_Automated_Valuation_Models.pdf

Mixed-Use "S" Properties

S0, S1, S2 Building Classifications

Although mixed-use "S" properties in both TC1 and TC2AB represent a relatively small portion of all parcels citywide, their proper classification can often be challenging. Use can vary over time and classification can be difficult to establish with an exterior inspection alone. There are other considerations outside of business signs which assessors must consider.

The **predominant active use**, which determines the classification of a property, is determined by square footage. If the second story of a three-story building is mixed-use an interior inspection may be necessary to establish the commercial percentage of that story before reclassification. Gaining access to these properties is often difficult and several attempts are required.

In other cases, a two-story building with retail on the first floor may have a sign identifying a second story accounting office. If, for example, the second story is a primary residence and there is a difference in square footage from the first to second floor, the mere presence of a business sign does not confirm a predominant commercial use.

Additional research is required to ensure proper classification. This can include an internal inspection, speaking to someone at the location or a neighbor, and researching various records (such as filed RPIEs) from DOF or other city agencies. An assessor's knowledge of the neighborhood and common use types is important also. For example, a psychic reader sign does not usually indicate that the entire floor is used for that purpose; it may be one room on a residential floor.

Common Omissions and Errors Observed for Tax Class 1:

Style-related

- Style – Tax class 1 homes must have a style code of 1 through 14.
- Basement type – if basement type is none or blank, basement grade can't be above grade or below grade.

Basement-related

- If basement type is crawl, basement grade can't be above grade or below grade.
- Basement Grade – if basement grade is above, then a sub-area of FBB is inconsistent.
- Basement Grade – if basement grade is below, then a sub-area of FBA is inconsistent.

Note: Residential basements are typically NOT a part of the square foot of the living area EXCEPT when you have an above grade basement where the style is high ranch, row, split-level, or brownstone.

Model-related

- If major building class is A (one family), model code can't be 02, 03 or 81.
- If major building class is B (two family) or building class is C0 (three family), model code can't be 01, 03 or 81.
- If building class is S0, S1 or S2, model code can't be 01 or 02.

Tax Class 1 Sales Verification

Most Tax Class 1 properties in building classes A0-A9 (excluding A8), B1-B9 and C0 will be valued using either a regression or comp sales model. Sales in these building classes will undergo a multi-step process to determine which are qualified to use in modeling values. Initially, sales will be qualified or disqualified based on information supplied on the RPT (transfer form RP-5217NYC). Subsequently, remaining qualified sales will be sent to assessors for sales verification.

The expertise of assessor review is essential to ensure that any non-arm's length sale which may have passed through the initial filters is removed. Please examine the list provided and identify any sales that should be coded as unqualified in Vision (this project will repeat monthly through October each year). The IAAO has published standards on verification and the adjustment of sales. Please follow this link for the entire document and see below for an excerpt. <https://www.iaao.org>

Commented [CD(1]: Uncertain this is true - but it allows the reader a sense of the frequency.

Example: An assessor identifies a previously qualified sale for which the price was uncharacteristically low for the neighborhood. Assessors may enter "U" in the "QU" field in Vision and enter a Sales Verification Code, in the Deed Notes indicating the reason for which a disqualification is appropriate; for example, U01 to indicate below market sales.

NOTE: For all sales which remain qualified, please enter code "A" into the Deed Notes box to indicate that the sale has been reviewed and deemed arm's length or qualified. All codes:

Sales Verification Codes	
Code	Description
A	Arm's Length
U01	Below Market
U02	Above Market
U03	Estate/Trust/Administrator
U04	Foreclosure/Referee/REO
U05	Self/Related/Family
U06	Short Sale
U07	Flip
U08	Distressed Sale
U09	Corporate/LLC
U10	Government
U11	Land Sale Demo
U12	Tax Lien
For Use by Modeling	
U13	Modeling Selection Criteria
U14	Prior Sales Unqual

NOTE:

Not all LLC sales are non-arm's length – If a sale to/from an LLC appears to be in-range (see sales statistics) Property may still wish to use the sale for modeling.

Not all flip sales are non-arm's length – The first sale may represent a distressed or below market sale, but it is common that the second sale may reflect an arm's length transaction.

Sales Verification Statistics

In many districts, assessors are familiar with the 1-, 2-, 3-family market. They know the stock of homes being sold and neighborhoods in transition. One of the reasons assessment staff are tasked to perform surveys, Desktop Review, and the Administrative Inspection Survey is to ensure we are out picking up new activity and keeping up with a fast-changing market.

This experience aside, Property is a data-driven assessment office and as such produces sales statistics to keep our knowledge of the TC1 market accurate and up to date. Sales verification depends in large part on the assessor's ability to identify an above or below-market sale. Please check SharePoint Guidelines and Tools for the latest version.

There are several ways to utilize this Excel file. Each sheet in the workbook offers the assessor a Sale Price per Square Foot (SPPSF) of arm's length sales at various levels:

- SPPSF by Borough and Neighborhood – This includes a simple SPPSF distribution at the 5th, 25th, 50th, 75th and 95th percentiles of all sales in that neighborhood in the last 12 months.
- SPPSF by Borough, Neighborhood and Major Building Class – This includes a distribution of SPPSF at the 5th, 25th, 50th, 75th and 95th percentiles in the last 12 months but stratifies by Major Building Class to separate out 1, 2 and 3-family homes.
- SPPSF by Borough, Neighborhood, Major Building Class, and Style – This distribution is the most precise set of sales stats provided. SPPSF at the 5th, 25th, 50th, 75th and 95th percentiles in the last 12 months but stratifies by Major Building Class as well as Style to target 1, 2 and 3-family homes of specific styles.

There are two Worksheets labeled "Worksheet MBC" and "Worksheet MBC Style" to make the job of reviewing sales statistics easier.

Example: District assessor would like to know what the typical sale price per square foot range is for a single-family home in Bayside. The assessor is reviewing a sale of \$625,000 for a 1,500SF home.

Instructions:

1. Select Borough from dropdown list
2. Selected Neighborhood from dropdown list
3. Choose 1-, 2-, 3-Family from Major BC dropdown

Select Boro	Select NHBD	Select Major BC	N OBS	5th Pctl	25th Pctl	50th Pctl	75th Pctl	95th Pctl	Mean
4	BAYSIDE	A	163	\$ 443.04	\$ 514.52	\$ 597.53	\$ 668.26	\$ 813.49	\$ 604.27

4. Enter the SFLA of the Subject Parcel below

Subject SFLA
1,500

5. Sale Range Based on 25th and 75th Percentiles. In most cases a typical, arm's length sale will fall within this range. If well below or above, assessors may wish to review further.

(25th Pctl)	(75th Pctl)
771,773	1,002,387

Tax Class 1 Exemptions

Basic Star

- Must be a primary residence for at least 1 owner. Some factors that help determine whether a property is your primary residence include:
 - Voting
 - Vehicle registrations
 - Length of time spent each year on the property.
- Total Household Income cannot exceed \$250,000 for resident owners and their spouses.
 - Does not include the income of owners that do not live on the property.
 - If the owners are divorced or legally separated, only the resident owners' income will be considered with legal documentation stating that the property belongs only to them.
 - Income is verified each year by New York State
- New applications will not be accepted after March 15, 2015.
- If a property owner has Basic STAR as of July 1, 2016, they can upgrade to Enhanced STAR if they are 65 by December 31 of the same year that the benefit is applied.

Enhanced Star

- Must be a primary residence for at least one owner, age 65 or older.
- Total Household Income cannot exceed \$86,000 (effective July 1, 2016) for owners and their spouses regardless of where they live.
- Income is verified each year by New York State
 - For jointly owned property, only one spouse or sibling must be at least 65 by December 31 of the year when the exemption will begin. If the owners are now divorced or legally separated, only the resident owners' income will be considered if he/she has documentation stating that the property belongs entirely to them if are at least 65 by December 31 of the year when the exemption will begin.
 - Spouses may not have basic star or Enhanced Star on more than one property unless they are divorced or legally separated, and they provide legal documentation that the original property no longer belongs to them.
- **Special eligibility rules**
 - Surviving spouses can retain an existing Enhanced STAR benefit if you're at least 62 years old as of December 31 in the year the benefit will continue. Otherwise, you may receive the Basic STAR benefit.

- Nursing home residents - If you own your home, you're eligible for Basic or Enhanced STAR, if no one other than the co-owner or spouse resides there.
- Life estates - Under a life estate, one party has a "life tenancy" (ownership for the rest of his or her life) and another party will become the owner after the life tenant dies. For exemption purposes, the life tenant is deemed to own the property; so, STAR eligibility is based on the life tenant's qualifications.

Senior Citizen Homeowners Exemption

- Must be the primary residence for ALL owners on the deed. If an owner is absent from the property while receiving health-related services as an in-patient of a residential health care they may still receive the benefit if no one other than the spouse or co-owner of the absent co-owner occupies the property, and they plan to reoccupy the property.
- All the owners of the property must be 65 years of age or over by December 31 of year which benefits begin unless the owners are married or siblings.
- If a spouse or sibling passes on, surviving spouse or sibling(s) must be 62 years old to continue benefit.
- Total Combined Income cannot exceed \$58,399 for ALL owners and their spouse regardless of where they live. If you are married, the income of your spouse must be included in the total unless your spouse is absent from the residence due to a legal separation or abandonment. The income of a non-resident former spouse, who retains an ownership interest after the divorce, is not included.
- Proof of income - If a Federal or New York State income tax return was filed for any of the owners of the property or their spouses for the preceding year, copies of such return should be submitted with their application (can submit 2 years 2015/2016). You may also be required to submit statements of payments made by the Social Security Administration, bank statements, rent receipts or other documents to substantiate your statement of income.
- Applicants can subtract from their incomes all medical and prescription drug expenses that are not reimbursed or paid by insurance.
- You must own the property for at least 12 consecutive months prior to the January 5 (taxable status date) of filing for the Senior Citizens' Exemption unless you received the exemption for your previous residence. In computing the 12-month period, the period of ownership is not interrupted by the following:
 - A transfer of title to a surviving spouse from a deceased spouse either by will or operation of law
- You can prove ownership by submitting a certified copy of the deed, mortgage, or other instrument by which you became owner of the property.

- Eligible properties include all owner-occupied residential properties including cooperative apartments and properties containing commercial space (mixed use). For mixed use properties benefits will be reduced for non-residential space. For residential properties containing more than 4 units, benefits will be reduced to owner-occupied unit only.
- Biennial renewal is required to continuing receiving the Senior Citizen Homeowner Exemption

Disabled Homeowner Exemption (DHE)

- All the owners must be persons with disabilities. Exceptions are made in cases where the property is owned by husband and wife, or by siblings. In those cases, only one needs to have a disability.
- Total Combined Income cannot exceed \$58,399 for ALL owners and their spouses regardless of where they reside unless your spouse is absent from the residence due to a legal separation or abandonment then is not included.
- Applicants can subtract from their incomes all medical and prescription drug expenses that are not reimbursed or paid by insurance.
- The applicant must submit disability from one of the following:
 - Award letter from the Social Security Administration certifying the applicant's eligibility to receive Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI), Railroad Retirement Board, United States Postal Service, United States Department of Veterans Affairs.
 - Certificate from the State Commission for the Blind and Visually Handicapped stating that the applicant is legally blind.
 - Proof of income - If a Federal or New York State income tax return was filed for any of the owners of the property or their spouses for the preceding year, copies of such return should be submitted with their application (can submit 2 years 2015/2016). You may also be required to submit statements of payments made by the Social Security Administration, bank statements, rent receipts or other documents to substantiate your statement of income.
 - If the property owner(s) are eligible for both SCHE and DHE, the property can only receive one exemption. SCHE would be granted to the owner(s).
 - Eligible properties include all owner-occupied residential properties including properties containing commercial space (mixed use) properties. For mixed use properties benefits will be reduced for non-residential space. For residential properties containing more than 4 units, benefits will be reduced to owner occupied unit only.
 - Annual renewal is required to continue receiving the Disabled Homeowner Exemptions

Veteran

- There are two available exemptions to Veterans of the United States Armed Forces: The Alternative Veteran and the Eligible Funds. Both exemptions reduce the assessed value of the recipient's property before taxes are assessed on it.
- The **Alternative Veteran** Exemption requires the property be the primary residence of the Veteran, the unmarried surviving spouse the Gold Star Parent (must occupy the property when active-duty serviceman dies in line of duty), or qualifying members of the United States Merchant Marines during World War II.
- No minimum period of service required but the Veteran must have served on active duty, and received an Honorary Discharge during the following periods of war:
 - World War II - December 7, 1941 – December 31, 1946
 - Korean War – June 27, 1950 – January 31, 1955
 - Vietnam War – February 28, 1961 – May 7, 1975
 - Gulf War, Iraq, and Afghanistan conflicts – August 2, 1990 – Present
- Honorably discharged Veterans may also qualify if they have not served during a period of war, but they were awarded an Armed Forces, Navy, Marine Corps, or Global War on Terrorism Expeditionary Medal.
- Applicants must supply documentation of dates of active-duty service and type of discharge or release by supplying either the separation form DD 214 or other written documentation.
- Veterans may also qualify for an additional service-connected disability exemption by providing written evidence from the Veterans Administration or from the Department of Defense showing the disability rating percentage awarded.
- Veteran Exemption benefit levels are as follows:
 - Basic (SDEA 41121) – Applicant served during a specified period.
 - Combat (SDEA 41131) - Applicant served in an active combat zone during a specified period.
 - Disabled (SDEA 41141) - Applicant qualifies for either Basic or Combat and has received a disability rating from the Veterans Administration or US Department of Defense.
- The **Eligible Funds** Exemption is for veterans who bought property using "eligible funds," including pensions, bonuses, insurance, and mustering out pay. Although no new applications for benefits are accepted, current recipients may increase their current exemption assessment to \$7,500 by filing an application for increase. You must supply documentation of funds received and use of these funds on to improve the property currently in receipt of the exemption.
- Eligible Funds exemption may be applied to any property type and primary residency is not required of Applicant.
- Due to changes in city and state law, the Alternative Veterans and Eligible Funds tax exemptions have been expanded and will now apply to school taxes.

Clergy- Code 41400

- To be eligible property must be owned by **either**,
 - A member of the clergy who is engaged in the work of his or her religious denomination, or
 - is unable to perform such work because of age (is over 70 years old), or
 - is unable to perform such work because of impaired health **or**
 - (b) The un-remarried surviving spouse of one of the above.
 - Property does not have to be owner-occupied to receive the exemption, but the exemption assessed value is limited to \$1,500 for all property owned by the qualifying clergy in New York State.
 - Annual recertification is required to continue receipt of benefit.
 - Property owned by Trusts are not eligible for benefits.

Exemption Removal in SharePoint

1. Task 1 - To be performed by the Assessor

- a. Assessor enters in property information, the exemption type, and the exemption removal reason:
 - i. Property information includes Borough, Block, and Lot.
 - ii. Exemption Types: *Star, Enhanced Star, Veterans, Senior, Disabled, and Clergy*
 - iii. Exemption removal reasons include Demo, tax class change, vacant, or Inhabitable.
- b. After setting these conditions in the form the assessor hits the submit button, this will trigger the workflow to the next step for the exemption employee to perform Task 2.
 - i. (Note: Status field is defaulted to New Submission)

Exemption Removal List - New Item

Edit

Save Close Paste Copy Cut Commit Clipboard

Entered Date	12/1/2016
Status:	New Submission
Borough	
Block:	
Lot	
Exemption Type:	<input type="checkbox"/> Star/Enhance Star <input type="checkbox"/> Veterans <input type="checkbox"/> Senior <input type="checkbox"/> Disabled <input type="checkbox"/> Clergy
Exemption Removal Reason	To be entered by Assessor
Exemption Employee who processed removal	
Date of Removal	Date Entered by Exemption Employee when exemption was removed
Successfully passed to RPAD:	
Date RPAD Checked	Date entered by assessor after checking RPAD to confirm
Assessor Notes:	
Exemption Notes:	

2. Task 2 - To be performed by the Exemption employee

- a. The exemption employee will receive an email notifying them that they must perform their part in this workflow process; the link to the list will be in the body of the email.
- b. To update the record after performing your task:
 - i. Choose the submission to update by clicking the little box in front of the submission:

1. Note: In order to check the box next to the submission you will have to move the mouse cursor next to the submission and the box will appear.

2. Once you have checked the box the tools ribbon above will display.

- ii. For you to update.

Entered Date	Borough	Block	Lot	Status	Assessor Name	Exemption Removal Reason	Exemption Employee who processed removal	Date of Removal	Successfully passed to RPAD	Date RPAD Checked
5/20/2016	Manhattan	25	1	New Submission	BonannoP	Demo	Patric Bonanno	5/20/2016	Yes	5/23/2016

- c. Form list update entries:
 - iii. Enter his/her name.
 - iv. Date of removal
 - v. Change the Status field to “**Exemption Removed.**”
 - vi. Hit Submit to update the record.

Entered Date	5/20/2016
Status:	Exemption Removed
Borough	Manhattan
Block:	25
Lot	1
Exemption Removal Reason	Demo To be entered by Assessor
Exemption Employee who processed removal	Patric Bonanno
Date of Removal	5/20/2016 Date Entered by Exemption Employee when exemption was removed
Successfully passed to RPAD	<input type="checkbox"/> This is to be checked by Assessor after checking RPAD
Date RPAD Checked	Date entered by assessor after checking RPAD to confirm
Submit	

3. Task 3 – Assessor

- a. The assessor will receive an email notifying them that they must perform their part in this workflow process; the link to the list will be in the body of the email.
- b. The Assessor will check PTS to validate if the value has passed.
 - i. If value has not passed inform your supervisor.
- c. To update the record after performing your task:
 - i. Choose the submission to update by clicking the little box in front of the submission:
 1. Note: In order to check the box next to the submission you will have to move the mouse cursor next to the submission and the box will appear.
 2. Once you have checked the box the tools ribbon above will display.
 - ii. Click “Edit Item” in the ribbon on the top of the page, this will bring up the form for you to update.

The screenshot shows a SharePoint list titled "Star Exemption Removal Pr...". The list has columns: Entered Date, Borough, Block, Lot, Status, Assessor Name, Exemption Removal Reason, Exemption Employee who processed removal, Date of Removal, Successfully passed to RPAD, and Data RPAD Checked. A single item is selected, indicated by a red circle with the number 1. The "Edit Item" button in the ribbon is highlighted with a red circle with the number 2. The list view shows one item:

Entered Date	Borough	Block	Lot	Status	Assessor Name	Exemption Removal Reason	Exemption Employee who processed removal	Date of Removal	Successfully passed to RPAD	Data RPAD Checked
5/20/2016	Manhattan	25	1	New Submission	BonannoP	Demo	Patric Bonanno	5/20/2016	Yes	5/23/2016

- a. Form list update entries:
- iii. Check “Successfully passed to PTS” box.
 - iv. Enter the date PTS was checked.
 - v. Change the Status to “**Completed**”
 - vi. Click submit to finalize the workflow.

Star Exemption Removal List - New Item

Edit	
Save	Close
Copy	Cut
Entered Date	5/20/2016
Status:	Completed
Borough	Manhattan
Block:	25
Lot	1
Exemption Removal Reason	Demo To be entered by Assessor
Exemption Employee who processed removal	Patric Bonanno
Date of Removal	5/20/2016 Date Entered by Exemption Employee when exemption was removed
Successfully passed to RPAD	<input checked="" type="checkbox"/> This is to be checked by Assessor after checking RPAD
Date RPAD Checked	5/23/2016 Date entered by assessor after checking RPAD to confirm
<input type="button" value="Submit"/>	

New features added:

- Added additional Star Exemption removal reasons.
- Added Note fields for both Assessors and Exemption staff.

Exemption Status Change - New Item

Edit

Save Close Copy Cut Commit Clipboard

Attachments	Click here to attach a file
Entered Date	7/26/2016
Status	New Submission
Borough	
Block:	
Lot	
Exemption Removal Reason	<ul style="list-style-type: none">DemoTax Class ChangeVacantUninhabitableSaleDuplicate not primary residence)Ownership by corporationMergers/ApportionmentsChange in ownership status/deed change
Exemption Employee who processed removal:	
Date of Removal:	
Successfully passed to RPAD	
Date RPAD Checked	
Notes:	

Submit

- Added new field, Exemption Type, to the form and list. Assessors can now request a removal for additional exemption types. They include Star, Enhance Star, Veterans, Senior, Disabled, and Clergy.

Exemption Removal List - New Item

Edit

Save Close Paste Copy Cut Commit Clipboard

Entered Date	11/3/2016
Status:	New Submission
Borough	Cannot be blank
Block:	
Lot	
Exemption Type:	Star Enhance Star Veterans Senior Disabled Clergy
Exemption Removal Reason	
Exemption Employee who processed removal	
Date of Removal	
Successfully passed to RPAD:	
Date RPAD Checked	
Assessor Notes:	
Exemption Notes:	
Submit	

- Can check off multiple exemption types for removal in one submission.

Exemption Removal List - New Item

Edit	
	Save
	Close
	Copy
	Paste
	Cut
Clipboard	
Commit	
Entered Date	<input type="text" value="12/1/2016"/>
Status:	<input type="text" value="New Submission"/>
Borough	<input type="text"/>
Block:	<input type="text"/>
Lot	<input type="text"/>
Exemption Type:	<input type="checkbox"/> Star/Enhance Star <input type="checkbox"/> Veterans <input type="checkbox"/> Senior <input type="checkbox"/> Disabled <input type="checkbox"/> Clergy
Exemption Removal Reason	<input type="text"/> To be entered by Assessor
Exemption Employee who processed removal	<input type="text"/>
Date of Removal	<input type="text"/>
Successfully passed to RPAD:	<input type="text"/>
Date RPAD Checked	<input type="text"/>
Assessor Notes:	<input type="text"/>
Exemption Notes:	<input type="text"/>

Vacant Land and Zoning

Vacant land building classifications are driven primarily by zoning and secondly commercial overlays. Commercial overlay is a designation that allows all or a portion of a residentially zoned lot to be used for retail or service stores. Continuing the methodology of recent years, sales of vacant land are stratified by borough and then by zoning groups. Finance has developed a baseline square foot factor for all zoning groups by using the lowest valid sale or cluster of sales in that group. Tax Class 1 & 4 vacant land will be valued using a baseline value. View baseline per square foot factors and zoning groups in the "BASELINE VALUES FOR VACANT LAND" section below.

Reminder: Zoning information is in the 'Location History' tab within 'Classification & Land Information'.

The screenshot shows a software interface for managing property classification and zoning. At the top, there are input fields for 'Com Nona' (2100), 'Sub Nona' (A), 'Parcel NBMU' (empty), 'Zna Front' (0), 'Perimeter' (11661), 'GIS P' (empty), and 'Lot Type' (5). Below these are fields for 'Z Contour' (empty) and 'Num Front' (1). A sidebar on the left lists categories: User Audit, Classification & Land Info (selected), Building Information, Construction Detail, Depreciation, Building Size, Outbuildings, Extra Features, and Building Permits. The main panel is titled 'Building Classification and Land Line Valuation'. It contains a 'Location History' table with columns: Date, Zone 1, Zone 2, Zone 3, Com Overlay 1, Com Overlay, Special Purpose 1, Special Purpose 2, Historical, C/O > 50%, and Zone 2. A single entry is shown: Date 6/22/2010, Zone 1 C3A, Zone 2 empty. To the right of the table is a note: 'Zone 1 = C3A (PERMIT V)' and 'Zone 2'. A 'Location History' tab is also visible at the bottom of the main panel.

Classifying a Parcel as Vacant Land Either as a Result of Demolition or Apportionment

Where a commercial overlay exists on a parcel, the assessor may be unable to determine the commercial overlay percentage. Contact Quality Assurance who can help with the determination.

The New York City Department of City Planning (DCP) updates zoning on a regular basis. To ensure that tax lots reflect the correct zoning, the Quality Assurance unit (QA) is responsible for updating zoning in Vision in accordance with data available from DCP.

Accurate zoning, especially regarding commercial overlays, is especially important for vacant land. Depending on zoning designation and the percent of commercial overlay over a specific vacant property, the Tax Class may change, resulting in very different valuations. All vacant land within Manhattan is classified as building class V1 unless it is in V4-V8. Otherwise, classification depends on various factors.

BC	TC	BC Description
V0	1B	ZONED RESIDENTIAL; NOT MANHATTAN
V1	4	ZONED COMMERCIAL
V2	1B	ZONED COMMERCIAL ADJACENT TO CLASS 1 DWELLING
V3	1B	ZONED PRIMARILY RESIDENTIAL; NOT MANHATTAN
V4	4	POLICE OR FIRE DEPARTMENT
V5	4	SCHOOL SITE OR YARD
V6	4	LIBRARY, HOSPITAL OR MUSEUM
V7	4	PORT AUTHORITY OF NEW YORK AND NEW JERSEY
V8	4	NEW YORK STATE OR US GOVERNMENT
V9	4	MISCELLANEOUS VACANT LAND

How Zoning is Determined and Updated in Vision

On a quarterly basis zoning updates are pulled from City Planning and updated in Vision by script.

Downloading Source Data

Zoning updates are available from City Planning's BYTES OF THE BIG APPLE site, which contains publicly accessible geographic data and databases. Using City Planning's GIS layers Property can translate zoning by tax lot and derive square footage for how much of each zoning district and commercial overlay exists on a property.

Change Analysis

By comparing current zoning in Vision against the most recent updates from City Planning, the appropriate updates can be made. Non-condos, condos, and vacant land are all treated separately.

Non-condo properties receive a simple update while Condos are identified by condo master lots in City Planning's updates. As a result, we must apply the zoning update across all suffixes and units associated with a condo master, regardless of their actual physical location.

Vacant land has the most complex update procedure. An analysis of all vacant land in GIS is performed to identify the presence of commercial overlays and calculate the percentage of lot coverage. If commercial overlay is greater than 50%, Building and Tax Classifications may change. However, because of drawing inaccuracies and geographic projections, lot areas and commercial overlay areas may not contain accurate data. If commercial overlay is calculated between 45%-65% of a vacant lot, the property is instead manually examined to determine if its overlay percentage is greater than 50%.

Loading and Testing

Zoning change updates for non-condos, condos, and vacant land are then loaded via SQL into Vision for testing in the Sandbox and PTS Stage environments. After ensuring that the zoning changes have been processed accurately, the data is then passed through the Production environment.

Additional Information

DCP also provides a Zoning and Land Use web map, ZOLA. The application allows you to search for a location based on street address, borough-block-lot, intersection, or place of interest. Here, you can view zoning, building, and property information.

At the bottom right-hand side of the page is a tab reading "Show Zoning & Related Data on Map." Clicking here, you can display all current zoning in the city, including commercial overlays. If you wanted to determine whether a parcel has a commercial overlay according to the most recent update from City Planning, you could search for the parcel here and examine its zoning.

While the web map can help assessors identify whether parcels have a commercial overlay, ZOLA DOES NOT INCLUDE AREA CALCULATIONS. Determinations on whether a parcel has more than 50% commercial overlay should still be performed either manually or by Field Valuation.

NOTE: Vacant land which is used as a park should be reclassified under major building class Q. If the parcel appears to be City-owned and is not exempt, please send query requests to the Field Valuation who will forward and track responses from Commercial Exemptions. The building class for land under water (Z6) should no longer be used. The parcel should be classified as "vacant land" with a land type of "land under water" no longer exists for residentially zoned parcels.

Vacant Land Valuation & Baseline Values for Vacant Land for Assessors

General

The vacant land baseline values are specified for vacant land citywide and G7 properties in the boroughs outside Manhattan. Note: G7 and vacant land properties will be valued centrally except for cases of physicals. Baseline values can provide guidance for the land valuation of improved properties. Land valuation, while done as a residual, should represent a minimum of 20% of the total value in cases where the land is improved, e.g., structure.

Tax Class 1 land will be valued using valid market sales data, if available or the baseline value for less than R6 zoned land in the respective borough.

All vacant land in the borough of Manhattan is Tax Class 4. The building class must be V1, V4 - V9. In the Bronx, Brooklyn, Queens and Staten Island, zoning determines the building class applied to vacant land. Residentially zoned vacant land with no commercial overlay is Tax Class 1 and building class V0.

Rules for residentially zoned vacant land with any part commercial overlay:

- Residentially zoned vacant land with a commercial overlay of 50% or less is Tax Class 1 and building class V3 - no exceptions.
- Residentially zoned vacant land with a commercial overlay of greater than 50% is Tax Class 4 and building class V1 - no exceptions.

Commercial, Manufacturing or Park zoned vacant land is Tax Class 4 and building class V1 or V4 through V9. The only exception is where all three of the following conditions apply, in which case it is a Tax Class 1 and building class V2:

- Non-residentially zoned vacant land situated immediately adjacent to a property improved with a residential structure (building classes A, B, C0, R3, R6, S0, S1 and S2 excluding A8)
- Owned by the same owner as the immediately adjacent residential property since January 1, 1989
- Total area not exceeding 10,000 square feet.

Examples:

1. Commercially zoned parcels adjacent to residential: Parcel A is a Tax Class 1 home. Parcel B is commercially zoned vacant land adjacent to Parcel A (Parcel B is a V2). Parcel C is also commercially zoned vacant land adjacent to Parcel B (Parcel C is a V1).

2. Equal Owner: Parcel A is a Tax Class 1 home. Parcel B is adjacent to Parcel A and is a Tax Class 1 garage (G0) or a Tax Class 1 pool (Z0). Parcel C is commercially zoned vacant land adjacent to Parcel B. Parcel C is a V1.
3. Not exceeding 10,000 ft: Parcel A is commercially zoned vacant land. Parcel B is adjacent to Parcel A and is a Tax Class 1 home. Parcel C is adjacent to Parcel B and is commercially zoned vacant land. Parcels A and C total 12,000 square feet but individually are less than 10,000 square feet. Both parcels A and C are V2.

Vacant and Valuation Table for Assessors

Capped and uncapped price per developable SF is in SharePoint under 'Guidelines and Other Tools'. If you have any questions about the table, please contact the Modeling Unit.

Timeline

1. Modelling will value all vacant land and BIScode equal to DC and NNS on 1 December 2020. DC is not subject to cap. NNS is subject to cap.
2. Modeling will update Vacant Land Cap Values file every 2 weeks from 16 December 2020 until end of CBN in 2021 – usually mid-May. The value is based on the model estimated in 2020. The QA team will upload it to SharePoint.
3. From 16 Dec 2020 until end of CBN in 2021, assessors can use that file from SharePoint to value vacant land. It is a suggested value. The assessors can exercise their discretion. For example, an assessor puts a DC on 5 Feb 2021. Modelling will run the 2020 model again on 15 Feb 2021. QA team will post the updated Vacant land Cap values file to SharePoint a few days later. The assessor can find the referenced value from that file.
4. The uncapped market value and price per developable SF are the most relevant data:

By Land Line				By Land Line			
FY22 Uncap	FY22MV	FY22 MV Uncap	FY22 MV Uncap	FY22 MV PSF	FY22 MV PSF Uncap	FY22 MV PSF	FY22 MV PSF Uncap
Sum	Uncap	Line 1	Line2	Uncap	L1	L2	L3
27,021,000	27,021,000	0	0	2,046.74	2,046.74	0.00	0.00
3,867,000	3,867,000	0	0	1,687.91	1,687.91	0.00	0.00
31,052,000	31,052,000	0	0	2,758.95	2,758.95	0.00	0.00
3,976,000	3,976,000	0	0	2,103.70	2,103.70	0.00	0.00

5. When a property is demolished after the rollover (around June 2021), the assessor should put DC in depreciation, remove the building value and update the record in Vision. Then modelling will value the vacant land on 1 Dec 2021 using the 2021 model.
6. The DC should remain in depreciation for one year only. Otherwise, Modelling will value them not subject to cap again.

Change Documentation Property Notes FY22/23

The primary purpose of Vision Property Notes is to provide an explanation for assessor changes. By reading the property note reviewers should be able to understand what occurred and why an assessor made the change(s). This is especially important if the changes impact value.

1. Income Filers – Tax Classes 2 & 4 (I&E)

Assessors must document any of the following actions:

- a. Adjustment to filed income and expenses, Cap Rate, OER
- b. Change in methodology (reject filing, trend, cost, override, VIGAM, etc.)

2. Non-Filers – Tax Classes 2 & 4 (COMP)

This applies to parcels valued by assessors. Comp property notes will be used to improve comp quality, so it is essential to explain why the Vision generated comps were rejected.

If an Assessor uses comparable valuation and does either of the following listed below a COMP note must be written:

- a. Accept model generated comps but adjust income or expense in final override.
- b. Use assessor-selected custom/alternative comps (outside of the 5)

Physical Changes (PHYS)

Assessors must enter all physical changes such as descriptive and/or BIS Code changes into "PHYS" property note type.

Use Code / Tax Class / Building Class Change (USE)

Assessors must create a USE note when changes are made to Use Code, Tax Class and/or Bldg. Class.

Examples of Detailed Property Notes

As emphasized throughout the guide, thorough documentation is essential especially in cases where values are greatly impacted. The following are examples of Property Notes that provide substantive information about changes to supervisors and other review staff. Note the use of approved abbreviations.

1. Assessor noted Vacancy/Owner Occupied Income and Increase in MV

I&E Property Note:

Reported RPIE income low. Updated prior year adjusted income and updated expense ratio to BCAT Guidelines.

2. Assessor chose comps over RPIE Filing (Inconsistent Filing)

COMP Property Note:

Filed RPIE was inconsistent (much lower) than in prior years for unknown reason. Using filing would decrease MV more than 50%. Custom Comparables were used in current year valuation.

3. Rejection of Vision Generated Comp

COMP Property Note:

Deselected 2 comps which would have resulted in a very high valuation. Income would be uncharacteristically high for neighborhood and property type. Selected 2 outside comps not included in the list of 20. (Example of insufficient note: "Custom comps used.")

4. Use and BC Change

USE Property Note:

Field inspection on 8/1/2017 showed that the parcel was 2 stories, added 2000 sq ft for apartments above and changed BC to O8, guidelines for income.

Property Notes - Always remember to make liberal use of the note fields in Vision to document and support your valuation analysis. The note types available in Vision are as follows:

Assessor Note Types		
Type	Description	Additional Information
COMP	Other than Vision 5	Use when anything other than the 5 Vision-generated comps are selected or if comp income/expense is adjusted in final/override.
EXEM	Exemptions Query	Used by Property Staff to inform the Exemptions Unit on a change that may impact the calculation or eligibility of an exemption and/or abatement. Also used by Property Staff to respond to an inquiry from Exemptions.
I & E	Income and Expense	Must use when there are adjustments to any income/expense line items, expense ratios/cap rates or change to methodology. One note is sufficient for multiple changes but explanations must be comprehensive.
LAND	Land Notes	Use when a change has occurred exclusively to land values.
MISC	Miscellaneous	Use only if information does not fit into other Types. Use of MISC should be limited.
PAD	Property Assessment Defense	Notes taken from tax commission hearing by PAD supervisors may contain information about parcel changes.
PHYS	Physical Activity	Record information about any physical activity changes in note comments. Include SF, \$ value, % complete and other information as appropriate.
USE	Property Use	Explanation of use code, TC or BC change.

REVIEWS OVERVIEW

Throughout the course of the assessment season, Quality Assurance produces review lists and coordinates/tracks the Review Program. Assessment Review staff and Borough Supervisors will be conducting reviews.

Review lists are usually triggered by one of the following:

- Extreme change from last year to current year (large equalization changes)
- High profile or high value residential and commercial parcels
- Tax Commission actions
- Lease changes over a three-year period
- Random sampling
- Physical Change
- Other special criteria as valuation season progresses.

Documenting Reviews

A "Reviewed" button is available in the Value Summary screen as shown below. This feature in Vision can be used in reports and is helpful in tracking. This button should be used in all cases where a review was performed, regardless of an approval or rejection. **This does not replace the requirement to document the review. Property Notes must still be created with sufficient detail***. Reviewed note types as well as screen shots from Vision are provided below as well:

Current Values and Valuation History					
	Value	Date	Status	Selected Value	Appraised
Regression	0			Building Value	149,728,000
Market Comp Sales	0			Special Feature Value	0
Comp Apportionment:	0			Outbuilding Value	0
Straight Apportionment:	0			Land Value	69,300,000
Income:	219,028,000	08/20/2013	E	Total Value	228,000,000
Cost:	217,817,000	08/20/2013	C		228,000,000
Trend	186,667,000	08/20/2013	C		186,666,666

Value Source: Primary Use: B01C

Valued	CC1	Reviewed	CCC
Clear	10/15/2013	Clear	11/20/2013

Value	Type	Rsn	Date	ID	Comment
Override					
Adjustment					

Supervisor Review Note Types		
Type	Description	Additional Information
APRS	Supervisor Approve	After a parcel's valuation is reviewed and approved, supervisor must indicate what was reviewed. Can also be used if supervisor makes changes directly.
REJS	Supervisor Reject/Hold	After a parcel's valuation has been rejected, supervisor must specify what was reviewed, why it was rejected and put the property on hold until the change is made. The review will stay open until an APRS note is added.
ARAP	Assessment Review Approve	Used by Assessment Review during the review period to indicate an approval of a particular valuation. Can also be used if reviewer makes changes directly.
ARRJ	Assessment Review Reject/Hold	Used by Assessment Review during the review period to reject a particular valuation. ARRJ notes should be addressed and corrections made. The review will stay open until an ARAP note is added.

*Property Notes for supervisor physical/BIS code reviews are recommended but not required. Initializing the “Reviewed” by button is required.

Radical or Extreme Value Change

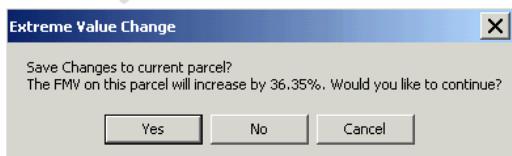
The extreme or radical change reports produced by Quality Assurance are aimed at targeting volatility in the roll per a defined valuation % change for both positive and negative changes. Vision provides the assessor with a notification to catch individual cases of volatility per the systems programming for 15%.

When an assessor saves their values, they clicked “Valued” in the Value Summary screen. The Value Change Maintenance box appears, and assessors approve the change(s).

For parcels where the new market value change exceeds 15%, a message box will appear. Upon saving the new market value the assessor will be presented with the percent change from the prior year and may reconsider their valuation or confirm it (see below).

If the value is confirmed and the assessor clicks “Yes” a Property Note is required explaining why a large increase/decrease is warranted. If the value is not confirmed and the assessor clicks “No” then Vision will redirect them to the Value Summary screen, remove the new value and allow for additional changes.

Please keep in mind that growth/decline is acceptable however **it is essential to defend these extreme changes via a property note.**



Examples of Review Notes

Below is an example from an Assessment Review approval note:

"APPROVED VALUATION USING APPORTIONED ADJUSTED INCOME FROM RPIE CONSOLIDATED FILING WITH LOT 38 AND TRENDED PRIOR YEAR RETAIL INCOME DUE TO UNEXPLAINED DROP IN RETAIL INCOME ON CURRENT FILING WITH NO VACANCIES REPORTED. FILED EXPENSES HISTORICALLY LOW, AGREE WITH ASSESSOR RAISING OER TO A MORE NORMAL OPERATING LEVEL. RETAIL OCCUPANCY BY LUXURY FASHION "BURBERRY". SIGNIFICANT INCOME FROM RETAIL OPERATION IS DRIVING THE HIGH AGI/PSF."

High Profile/High Value

High value parcels are those worth at least \$100 million in market value. Parcels are selected for this review list as a second check to ensure the value is accurate. Many of these are on the Major Properties list that is included on the press release when the roll is published.

"ASSESSOR USED TC ADJUSTED I & ES TO HOLD THE CONFIRMED VALUE."

Tax Commission Actions

Tax Commission actions sometimes need additional review. TC actions are sometimes loaded after a parcel has been valued or QA will look for instances where the value is above/below where the tax commission action recommends.

"INCREASE > 25% OF TAX COMM CUT - CORRECTION INCOME REPORTED ON RPIE REFLECTS 69% OF OWNER-OCCUPIED INCOME. PER TCIE 2021/22: 28,878SF RENTED TO A RELATED PARTY. HENCE, REVALUED USING COMPARABLE RENT. REVISED MARKET VALUE TO 4,139,000. TAX COMMISSION VALUE OF 3,417,778 RECOGNIZED."

Random Sampling

QA uses a program to randomly select parcels in a particular subgroup (e.g., valued retail parcels) and will send the list to Borough Supervisors and Assessment Review.

Physical Change

QA prepares lists of physical changes for a secondary check by supervisory staff. Parcels are selected when they fall outside percentile guidelines or if they have a Tax Commission Action.

Other

Review lists are often made based on current projects and/or concerns discovered or expressed during valuation meetings. Ad hoc review lists can be requested to check things like consistency in Self-Storage values, major property review, large office buildings, etc. depending on the needs at each stage of valuation.

ADMINISTRATIVE RESPONSIBILITIES

Timekeeping

- Submit Citytime timesheets according to schedule set by Property Division
- Submit leave requests in advance, according to Property Division policies.
- Annual Leave Limitations:
 - January 12 through May 25 – no more than two consecutive weeks of leave will be approved.
 - May 26 – August 15 – no more than three consecutive weeks of leave will be approved.
 - August 16 through January 11 – This is the most critical period of activity for our office. Please minimize the use of annual leave and note that no more than two consecutive days of leave will be approved. (Depending on progress to plan, additional leave may be granted from December 21 through January 4.)
 - DOF policy does not allow employees to carry over more than two years as such employees are encouraged to take leave within the year it is accrued.

Note: Comp time is converted to sick leave after four months of accrual.

Projected Field Sheets

Projected Field sheets must be submitted to your supervisor on the first workday of the week listing the intended Blocks to be field visited that week. A Field Report sheet must be filed at the end of the week denoting where you have been. If changes to projected are made those need to be reflected on a revised field sheet. This information is provided to DOI.

RFC, BIS, and Income Codes & Subarea Types

Department Initiated Change by Notice (CBN) Codes

During the post-Tentative, Change by Notice (CBN) period it is required that assessors use the following codes in Vision when initiating a value change.

E0 - Sales
E1 - Economics
E2 - Clerical Error

Taxpayer Initiated Change by Notice (CBN) Codes

The following codes are to be used when a valuation change is a result of a taxpayer initiated RFR/CER/RTU.

E3 - Sales
E4 - Economics
E5 - Clerical Error

A - Alteration
B - Building in Progress
N - New Building Complete Same Year
NP - New Building in Progress
D - Demolition
AP - Apportionment
S - Gain or Loss to Street
T - Transfer to/From REUC

BIS Codes

Several times a year the Buildings Department provides Property with an inventory of all new buildings, demolitions, and alterations (which meet certain thresholds) for which it issued permits; assessors have been provided with a list of those building projects in each geographic district. Assessors are responsible for conducting a physical inspection of each property by January 5, and preferably early in the season, and recording their observations in Vision on an ongoing basis. DO NOT wait to record your observations at the end of the season. In addition to the DOB list of properties (indicated by source code "I" on the BIS inventory) there are other Department of Finance reported physical properties that have had a physical change in the last 4 years:

- Source Code "I": physical changes with a DOB job
- Source Code "P": physical changes without a corresponding DOB job and do not have a BIS Code ending in 'C' or 'V.'
- Source Code "C": parcels with an activity code in Vision indicating ongoing construction activity.
- Source Code "D": listing of Sandy parcels with a DS code (physical reduction)

Once you have identified the appropriate code for a particular property enter that code into Vision on the Depreciation page in Vision.

Depreciation Screen Codes	Definition of Vision BIS Codes
AIP	Alteration in Progress
AC	Alteration Complete
ANS	Alteration Not Started
APV	The Assessor Has Determined That The Alteration Was Previously Valued in a Prior Yr
DIP	Demolition in Progress
DC	Demolition Complete
DNS	Demolition Not Started
DPV	The Assessor Has Determined That The Demolition Was Accounted for in a Prior Yr
NIP	New Building in Progress (Any Year)
NBC	New Building Complete
NNS	New Building Not Yet Started
NPV	The Assessor Has Determined That The New Construction Was Previously Valued in a Prior Year
UNK	The Assessor Was Unable to Determine The Status/Condition of The Property as of The Date Inspected
NAV	The Assessor Has Determined That The Building Permit/Job Did Not Add Physical Value to The Assessment
ERR	The Assessor Has Determined That The Building Permit/Job is Erroneous
WS	Work Stopped

Vision Income and Expense Line-Item Codes

RPIE and TCIE data contain line-item income and expense information. Each line represents a specific income stream or expense item. When loaded into Vision those specific items are mapped as follows:

Income Line Items

Code	Description
601	Total Residential Income (Sum of Reg, Unreg and Gov't Subsidy)
602	Regulated Residential Income
603	Unregulated Residential Income
604	Office
605	Retail
606	Loft
607	Factory
608	Warehouse
609	Storage
610	Garage/Parking
611	Owner Occupied/Related
612	Operating Escalation
613	Real Estate Tax Escalation
614	Sale of Utility Service
615	Sale of Other Services
616	Government Rent Subsidies
617	Sign/Billboard
618	Cell Site
619	Other (Misc)

Specific RPIE Income Line Items Defined
<u>Residential Regulated Tenants</u> - Amount received for regulated apartments. Regulated apartments are subject to rent control and/or rent stabilization. For more information, please see the Rent Guidelines Board at www.nycrgb.org
<u>Residential Unregulated Tenants</u> - Amount received for unregulated apartments.
<u>Government Rent Subsidies</u> - Portion of rent that comes from direct rent subsidies that are received, as well as any abatement of real estate taxes or carry-over amount that is received for the Senior Citizen Rent Increase Exemption (SCRIE), Federal Section 8 housing subsidies, and similar programs. Only the portion of rent that comes from government rent subsidies should be included.
<u>Owner-Occupied or Owner-Related Space</u> - The number of units the owner or other filer uses for their own residence or business. Also, includes any space occupied by persons or entities related to the owner or other filer (such as the superintendent), even if rent is charged.
<u>Operating Escalation Income</u> - Any additional rent received above the base rent, as provided in the lease, for a pass-through or increase in operating expenses, porters' wages, Consumer Price Index clauses, etc.
<u>Real Estate Tax Escalation</u> - Any additional rent received above the base rent, as provided in the lease, for a pass-through or increase in real estate taxes.
<u>Sales of Utility Services</u> - Gross amount received from the sale of utilities and services, such as electricity, gas, steam, water, air conditioning, and telecommunications. Do not deduct the landlord's costs.
<u>Sale of Other Services</u> - Gross amount received for laundry, valet services, vending machines, etc.
<u>Other income</u> - Any income generated by the property that has not been previously specified; typical examples include common area maintenance income or common area rental charges. Do not include interest on bank accounts or tenants' deposits.

Expense Line Items

Code	Description
701	Fuel
702	Light and Power
703	Cleaning Contracts
704	Wages and Payroll
705	Repairs and Maintenance
706	Management and Administration
707	Insurance
708	Water and Sewer
709	Advertising
710	Interior Paint and Decorating
711	Amortized Leasing Commission
712	Amortized Tenant Improvement
713	Reserves for Replacement
717	Property Auto Add Back for OO/Vac

Specific RPIE Expense Line Items Defined

Utilities - Include total expenses for:

- a) Fuel: Total for fuel oil, gas, or steam, including gas provided to tenants.
- b) Light and Power: Amount paid for electricity, including electricity provided to tenants. Do not include electricity consumed by the owner or other filer(s) for personal or business use.
- c) Water and Sewer: Amount paid or incurred for water and sewer frontage or usage.

Cleaning Contracts - Include contracts with cleaning-service companies or individual cleaners.

Wages and Payroll - Include all wages, related payroll taxes and employee benefits for building maintenance employees who work at the property. Do not include salaries of employees who work in any off-site management office.

Repairs and Maintenance - Amounts paid or incurred for contracts with maintenance companies. Include any amounts that were paid for routine repair services and for material or parts used for repairs. Do not include reserves for replacements.

Management and Administration - Amount paid or incurred for contracts with a management company. Include office expenses and legal/accounting services related to the operation of the property.

Insurance (annual) - Annual charges for fire, liability, and other insurance premiums paid to protect the real property. Pro-rate multi-year premiums to calculate an average annual expense.

Advertising - Amount paid or incurred for advertising space available for rent.

Interior Painting and Decorating - The cost of contract services and materials for interior painting and interior decoration.

Miscellaneous - The miscellaneous field should be reserved for petty cash, lease buy-out, special assessments and sundry.

Vision Building Size/Subarea Codes

Code	Description
1st	First Floor
2nd	Second Floor
CLT	Cell Tower
CRA	Com Res Area
FAC	Factory
FBA	Finished Basement Above
FBB	Finished Basement Below
FBM	Finished Basement
FDN	Foundation
GAR	Garage
HTL	Hotel
LOF	Loft
NRS	Non Residential
OFF	Office
OTH	Other
PAF	Partial Attic Finished
RET	Retail
SBD	Sign/Billboard
STO	Storage
UCA	Unfinished Res Com Area
UFA	Unfinished Floor Area
UPF	Upper Story Finished
VNB	Vacant and Boarded
WHS	Warehouse

Rules for Specific Subarea Codes

1st First Floor – Reserved primarily for residential property. The Total Square Footage of finished area on the first floor.

2nd Second Floor – Reserved primarily for residential property. The Total Square Footage of finished area on the second floor.

CLT – Cell antenna, Telecom Equipment, Cabinets, etc.

CRA – Commercial Residential Area generally used in rentals (Major Building Classes C, D, and some S). TC2ABC as well.

FBA – Reserved primarily for residential property. A finished basement above is majority above ground level. Brownstones nearly always have an above grade basement as do many High Ranch and Split-Level homes. **Included in SFLA.**

FBB – Reserved primarily for residential property. A finished basement below is majority below ground level. **Not included in SFLA.**

FBM – No longer to be used for Tax Class 1 homes.

SBD – Total Square Footage of all Advertising Signs. Not used for business signs).

UFA – Reserved primarily for residential property. The Total Square Footage of unfinished space including partial stories and basement area.

UPF – Reserved primarily for residential property. The Total Square Footage of finished area on the floors > 2.

VNB – Partially vacant and boarded. Square Footage will not be included in gross building area (GBA)

Basements

Residential Basement Instructions:

Please note the legacy subarea of FBM should no longer be used in conjunction with basements in residential homes which now must be either FBA, FBB or if unfinished UFA.

FBB is defined as finished and below grade. Selecting this basement code will remove the basement area from square foot of living area.

FBA is finished and above grade and the area will be included in square feet of living area. Above grade is defined in the CAMA manual as basement space that is equitable to the other living area: Walls are at least four feet high on at least two sides of the building, permitting exposure (or potential for exposure) to light and air comparable to a first floor. A fully exposed basement garage door does not, in itself, satisfy the criteria for "Above Grade" basement.

Finished basements are typically heated, painted, having finished walls, and ceilings with lighting.

UFA is unfinished basement, regardless of grade; it is not included in the living area.

NOTE: basement area for condos can be ignored. Finance does not use unit basements for valuation of the suffix.

FBM - No longer to be used for Tax Class 1 homes.

NEW: Although initially intended for commercial properties, non-commercial or purely residential use of the space does not disqualify active basement space from being included in the GBA. As such, assessors may use two out of three basement tests for multiple dwelling cooperatives and other multiple dwelling Tax Class 2 properties.

Commercial basement instructions: Basements in commercial properties are only part of the gross square footage of the property where at least two of the following three conditions are met:

1. **Active:** Basement area is actively used by the business **or the residential tenants of the rest of the property.**
2. **Finished:** The basement space is finished as evidenced by sheet rock, lighting (other than rough surface lighting), finished flooring - in general, space comparable to other space in the building.
3. **Publicly accessible:** The space is accessible to the public via a street entrance or an interior staircase.

For commercial basements do not use the subarea code "FBM." The subarea code should reflect the actual use of the basement space, e.g., office, retail.

Mechanicals (HVAC/Generator/Water Pump/Cooling) After Hurricane Sandy in 2012, many property owners had to move their mechanical areas from the basement or cellar to upper floors as part of their protection plan. To account for this, assessors must consider the removal of mechanical areas outside of the basement or cellar.

General Rules for Above Grade Mechanicals

- Mechanicals (HVAC, generators, water pumps, cooling towers, etc.) which can be considered permanent (excluding elevators), that serve the entire building should be removed from the gross building area (GBA) of the building.

Example: HVAC, generators, communication rooms, cooling towers on the roof, etc.

- Mechanicals serving localized areas should be included in the GBA.

Example: Communications closet that serves only the tenant on a specific floor or area. HVAC exclusively controlled by tenant. Three family houses with mechanical closets for each floor (utilities paid by each tenant based on their usage).

- Mechanicals serving multiple floors may or may not be removed from the GBA.

Example: HVAC serving multiple floors for a tenant (cooling computer equipment - installed for tenant purposes) whose rent includes this space. If the tenant moves out the equipment can be removed, and the space is rentable. This space should be included in the GBA.

Example: HVAC serving multiple floors are owned by the building, then this space should be removed from the GBA since the tenant is not renting this space and can move out leaving the HVAC equipment to be used by the next tenant.

- The stacking plan may include a loss factor which increases the GBA for the building and must be supported by additional documentation (Zoning matrix, BIS Jobs, etc.)

- If a request is made to reduce the GBA of a building based on above grade mechanical areas, the assessor should inspect the parcel (if possible), inquire if these mechanical areas serve the entire building or specific floors, if rent is paid for these areas and used by a specific business, and if the building owns the equipment.

- Since it is not feasible for an assessor to verify where these mechanicals serve, rely on responses, research, and inspection results to confirm.

Vision BCAT Descriptions for Tax Class 2 Parcels

CR: Regulated CO-OP

CU: Unregulated CO-OP

DR: Regulated Condo

DU: Unregulated Condo

ER: Regulated CO-OP within a Condo

EU: Unregulated CO-OP within a Condo

RR: Regulated Rental

RU: Unregulated Rental

31: Walk-Up

32: Pre-73 Elevator

33: Post-73 Elevator

RPIE App and TCIE Viewer

The former RPIE Lookup link no longer stores current year RPIE information. RPIE information can be found on PTS as per instructions provided by Property Assessment Technology.

<https://webapps.nyc.gov/CICS/RPE1/RPIE001?BANKOFAmerica>

The Status in the RPIE SmartFile contains the following pieces of information:

1. Number of filings
2. Types of filings (RPIE, TCIE)
3. Best filing selected per the program administered by Assessment Review and FIT
4. Information on consolidation and merges

To view the status, simply check the display options:

The following output indicates that this parcel has three filings, and the best filing is "M" indicating a merging of line items from two or more filings. If there was no merge, "Sequence", under "Best Filing" would have a number, matching with the "Sequence" for the individual filings, indicating the specific one passed to Property.

Assessors can view consolidated RPIE filings. Specific information related to the filing can be found in Section C. Taxpayers may allocate the filing in one of three ways; Gross SF, # of Units, Percentage. In the example below the filing was allocated by percentage. Similar to all filings, assessors may adjust income and expense information in act/adjusted, documenting in Property Notes.

The BBL on which the RPIE is submitted is considered a lead BBL. If a non-lead BBL is entered, the online application will redirect you to the primary lead BBL.

Accessing TCIE Viewer

G:\TCIE_Viewer

The TCIE data is loaded to the following folder: G:\TCIE_Viewer

- To view the forms, open the TCIE Index file.
- Select either column F or G
- Go to EDIT then Find
- Under Find what: enter the BBL (10-digit Account Number) you desire to search for.
- On your keyboard press Enter
- The parcel that you search for will be highlighted with a rectangle with black lines.
- Click on the parcel and the Form will open in Adobe Reader.

Another way to search for the images:

- Go to the G:\TCIE_Viewer
- Locate and open the folder identified with the form type, e.g., 201.
- Press the F3 key on your keyboard.
- Click on: All files and folders on the left side above the little dog.

- Under All or part of the file name enter your BBL (You can use wild cards to get more than one result using this method. For example: 1000041001*)
- Press Enter
- The form you searched for will appear on the window on the right.
- Click on the form and it will open in adobe reader.

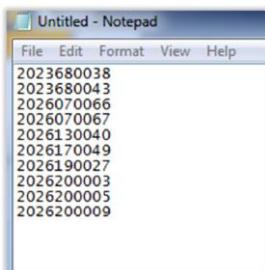
For Internal Use Only

Cyclomedia/Desktop Review

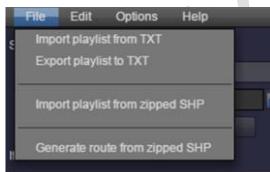
<https://streetsmart.cyclomedia.com/login>



1. Once logged in to StreetSmart, Import GIS File (map file) named Boro- District.zip. (Do not Unzip the map files). These files are available out on the G Drive.
2. Click on Layers Tab; File-> Add Custom Layer -> Shape file (features, from local files) -> Zipped shape file -> (Browse for file) -> Minimum Zoom Level = 6 -> Show Text label= BBL. Select Finish.
3. To create a playlist, open a Notepad Text file and paste in the BBL's that will be desktop reviewed. The BBL must by in the 10-digit account number format as shown here:



4. Once the playlist Notepad file is saved, Click on Playlist Tab; File-> Import playlist from TXT -> (Browse for file).



Full instructions can be found out on SharePoint.

Administrative Inspection Survey

The primary objective of the Administrative Inspection Survey (AIS) is to comply with Section 11-207 of the New York City Administrative Code, which requires assessors to inspect all Ordinary Real Estate (ORE) parcels at least once every three years.

An administrative inspection is an exterior inspection used to check the reasonableness of basic property data (e.g., Building Class, Number of Residential and Commercial Units, Number of Stories) of contiguous parcels located on blocks within specific tax map Sections and Volumes.

Each year approximately 1/3 of all parcels citywide will be selected for AIS. Inspections will begin upon completion of progress buildings in mid-April. Assessors and Assistant City Assessors will be directed to the specific sections and volumes identified by management, SSAs and supervisors.

Pre-Inspection Activities

Check SharePoint AIS Section Under Field Valuation for the latest Maps and Inspection Lists

1. For the Administrative Inspection Survey, Assessors/Assistant Assessors **must** copy the PDFs and Excel files onto their own workstations. Please do this before AIS field work commences.
2. The PDF Inspection Forms folder contains all parcels separated out by Section/Volume. This is the same format as last year. For their respective assignment(s) staff can print the forms on legal size.
3. The Excel Tracking Sheets folder will contain all the Excel spreadsheets which assessors will need to fill in (similar process as last year). Supervisors or designated coordinators will need to combine the assessor/assistant assessor excel files and send 1 consolidated, borough spreadsheet to the designated AIS coordinator. Please check with your supervisor each AIS cycle as the coordinator may be different from year to year.

Note: The merging of excel files will be easier if staff refrains from modifying the spreadsheets. Please instruct staff to take care when data entering in the Excel files to avoid deleting/adding columns. If additional columns need to be added please add at the end of the spreadsheet. It is the responsibility of the supervisor and coordinators to ensure that the correct formats are maintained.

Inspection Activities

1. Assessing staff will be responsible for inspecting all parcels within the identified Sections/Volumes to confirm the reasonableness of basic property data (e.g., Tax Class, Building Class, Residential and Commercial Units, Stories).

Note: The most critical element to confirm is overall use and Tax Classification of a parcel. If an interior inspection is required to confirm the overall use/Tax Class of a parcel it is important to take the time to do so.

2. If there is a discrepancy with the overall use (Tax Class and/or Major Building Class) of the parcel, please indicate this in the Recommend Use Change (Y/N) column.
- Photos/screenshots of Cyclomedia must be taken in cases where a use change is recommended (interior and exterior as needed).**
3. If there is a discrepancy with any descriptive data, such as number of stories or unit count, please indicate this in the Descriptive column (Y/N).
4. If any physical activity is observed, please indicate this in the Physical column (Y/N). **Please note that scaffolding alone is often NOT an indicator of physical activity** as many buildings throughout the city have had scaffolding up for years. In many cases scaffolding is in place for pointing and other work not considered "physical" for this project and for valuation.

Post-Inspection Activities

Every staff member in every borough will be assigned a day for in-office data entry of inspection results. For the Sections/Volumes that were worked on that week:

1. Record the date of the inspection (MM-DD-YY), your Vision ID and findings/comments on the inspection tracking spreadsheet. Spreadsheets will be sent to supervisors who will create one file per borough.

Note: Supervisors are asked to ensure that the Inspect Date field is in MM-DD-YY format.

2. Photos will be loaded individually by the inspecting staff member once Vision re-opens.

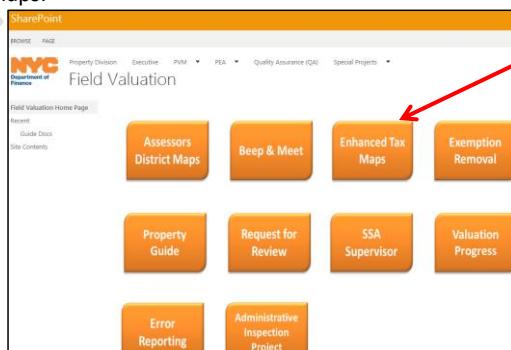
Results of AIS

Once AIS is completed time must be devoted to closing the loop and making the recommended changes assessors and ACAs noted during the project.

Every effort must be made to implement changes to Tax Class/Building Class before income valuation commences in September. Physicals observed in the field during AIS should also be handled in a timely manner and be reflected on the upcoming Tentative Roll.

Enhanced Tax Maps

Maps by Section/Volume can be found on SharePoint by Borough. Please make sure to use the latest enhanced tax maps:

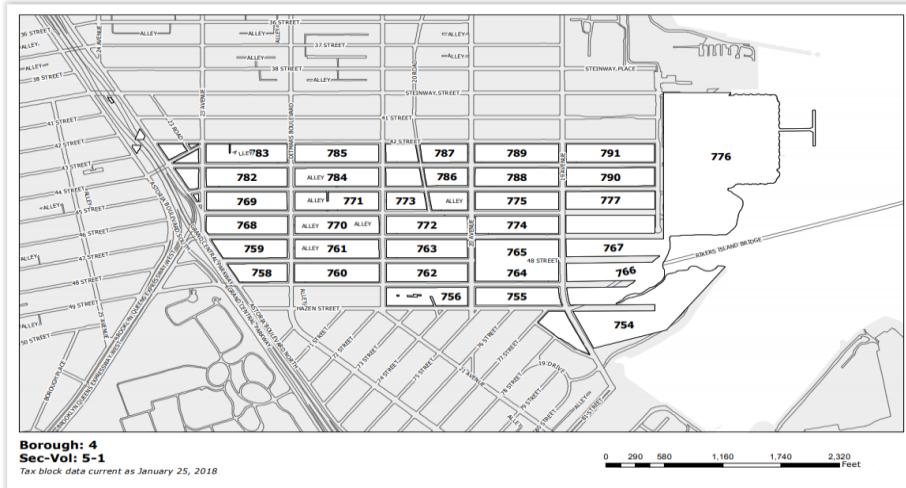


Enhanced Tax Maps

On a regular basis Quality Assurance produces a series of Enhanced Tax Maps which cover all sections/volumes citywide. These maps were originally designed as field maps to be printed on legal paper and brought out on Administrative Inspections.

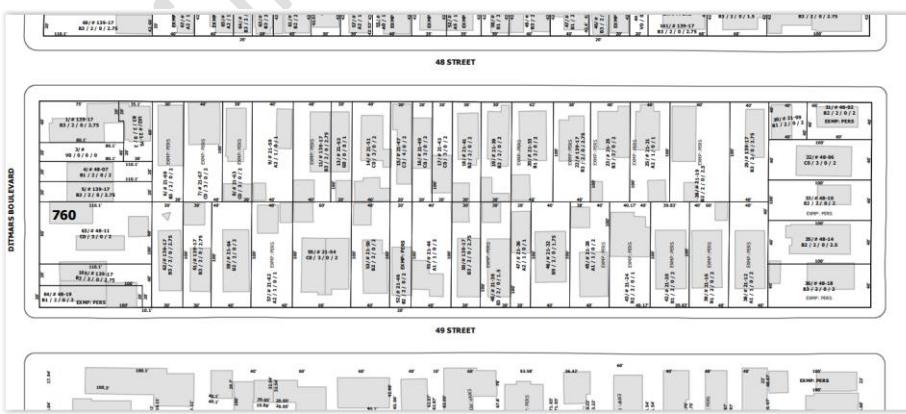
Index Maps

Each Section/Volume has an Index Map as shown below. These Index Maps can be printed and will serve as a cover sheet for the underlying block maps.



Block-Level Maps

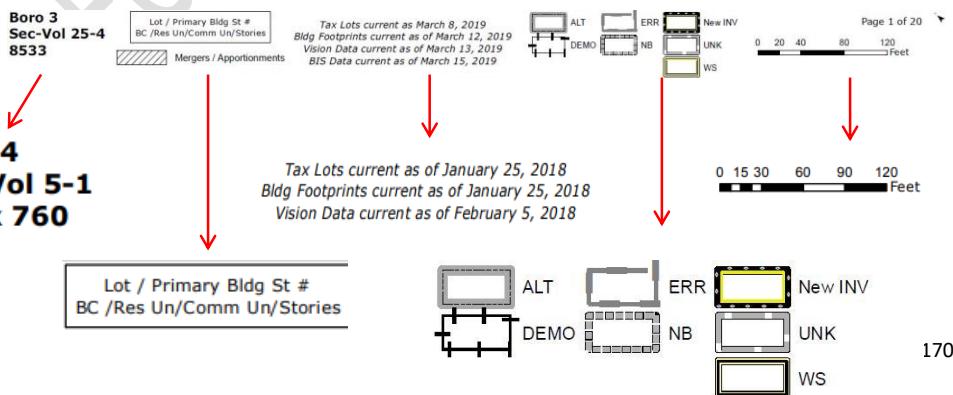
Unlike the Digital Tax Maps online each block is centered on the page to allow for easier navigation.



Data Displayed on the Enhanced Tax Maps

- Maps are centered on a **single block** at a time:
 - Multiple blocks may appear on each map, but each map is designed to fully fit in a single subject block.
 - Many block numbers span several individual physical blocks. These will all be displayed in a single map.
- Each map shows the subject block, and section-volume currently displayed.
- Tax lots will display lot number, primary building street number, building class, residential units, commercial units, and number of stories.
- Condo lots are only displayed at the Condo Main level (e.g., 1-52-7502). Condo Suffix building classes and Condo Unit ranges are printed alongside these.
- Lot dimensions are printed along the tax lot lines.
- BIS Codes are shown by border. The legend on the lower right hand of the page explains which type of physical activity is occurring. New INV stands for 'New Inventory'. These are parcels that are on the BIS list but have not been given a code by assessors yet. They serve as an indication to take a closer look at the property to determine if there is activity that we need to capture.
- Exemption data is provided where applicable. Lots with exemptions will have a 'EXMP:' label and an abbreviated exemption code. For ex, PERS for personal exemptions like STAR
- Air rights lots and subterranean lots will show up with their number where applicable – for example: A52.
- Building footprints are drawn in gray.
- Maps are automatically rotated and resized to the best angle to maximize display space:
 - A scale bar and north arrow show the orientation at the bottom of the map.
 - Street names also included to help with orientation.

Legend



Limitations of the Enhanced Tax Maps

While Enhanced Tax Maps represent a significant improvement over DTM, there are limitations as to what can be presented and optimally formatted on these static maps.

- Geographic data based on Digital Tax Map file from DOF. In the Map Legend assessor will find the latest update to these data.
- Building footprints may not accurately reflect placement along/within lot lines. Map may even show buildings that no longer exist, or fail to reflect buildings that do exist, because of limitations in mapping updates.
- Blocks can vary dramatically in size. Past a certain map scale, maps will no longer show individual tax lot information but will rather show the outline of an entire block.
- Other blocks have very crowded displays that are difficult to read.
- Certain Index maps that contain large blocks where the information may be difficult to read. In that case, QA can manually create a new map for use in the field.

If you experience any issues with the maps, need clarification or a new map, please reach out to **Quality Assurance**.

Glossary of Terms

Abatements: Abatements reduce your taxes after they've been calculated. Different abatement programs are available for housing rehabilitation, revitalization and cooperatives and condominiums.

Actual Assessed Value: The assessed value before five-year phase-in requirements (for some tax class 2 and all tax class 4 properties) and/or exemptions are applied.

Ad Valorem Tax: A tax levied in proportion to the value of the thing(s) being taxed. Exclusive of exemptions, use-value assessment provisions, and the like, the property tax is an ad valorem tax.

ADA: Americans with Disabilities Act (1990).

Air Rights: The right to use space above real estate.

Amortize: The process of repaying a loan or recovering a capital investment by means of a series of scheduled payments; typically includes interest charges and principal repayment in each of the scheduled payments.

Arm's-Length Transaction: (1) A sale between a willing buyer and a willing seller that are unrelated and are not acting under duress, abnormal pressure, or undue influences. (2) A sale between two unrelated parties, both seeking to maximize their positions from the transaction.

Appreciation: Increase in value of a property, in terms of money, from causes other than additions and betterments. For example, a farm may appreciate if a shopping center is built nearby, and property of any sort may appreciate because of inflation. Contrast depreciation.

Assessed Value: The value used to calculate property taxes. The formula for calculating Assessed Value is Market Value X Level of Assessment = Assessed Value. For Classes 1, 2a, 2b and 2c, the Assessed Value is modified by caps on assessment increases.

Assessment Roll: The list of assessed values of all properties in New York City.

- January - the Tentative Roll is published, and you are given the chance to request changes.
- May - the Final Roll is published. If changes are made to your property's Assessed Value, you will receive a Revised Notice of Property Value.

Band-of-Investment Analysis: A perspective on (and a technique for estimating) the discount rate. The discount rate is viewed as having two components, each weighted in proportion to typical financing terms for properties of the type in question. For example, if 75 percent loans are available at 9 percent interest and investors are known to seek a 14 percent return

on equity, then the discount rate is 10.25 percent, that is, $(0.75 + 0.09 = 0.0675) + (0.25 + .14 = 0.0350) = 0.1025 = 10.25$ percent.

Block: An urban area, usually consisting of several lots, enclosed on all sides by public streets or by public streets and a river, a railroad right-of-way, or other more or less permanent boundary. Sometimes called a "Square."

Block Face: The long edges of two city blocks that adjoin a street for the length of one block.

Cadastral Map: A scale map displaying property ownership boundaries and showing the dimensions of each parcel with related information such as parcel identifier, survey lines, and easements. Annotations on recent sale prices and land value are sometimes added.

Capital Expenditure: Cash investments to acquire or improve an asset that will have a life of more than one year as distinguished from cash outflows for expense items normally considered as part of the current operations.

Capitalization: Converting estimated future income and benefits into a present value.

Capitalization Rate: A rate of return used to estimate your property's market value for tax purposes. The formula for calculating the Cap Rate is Rate = Yearly Net Operating Income/Total Value.

Certiorari, Writ of: An order issued by a superior judicial or quasi-judicial body requiring an inferior judicial or quasi-judicial body to certify to the superior body the records of a case for judicial review.

Coefficient: In a mathematical expression, a number or letter preceding and multiplying another quantity. For example, in the expression, $5X$, 5 is the coefficient of X, and in the expression Y , a is the coefficient of Y . (2) A dimensionless statistic, useful as a measure of change or relationship, for example, correlation coefficient.

Comparable Sales Method: Properties' Market Value based on sales of similar properties with adjustments for differences in size, location, and time of the sale. This method is used to determine the Market Value of Tax Class 1 properties.

Contract Rent: The actual amount of rent, per unit of time, that is specified in the contract (lease). For very old contracts, the contract rent may be substantially less than the rent the property would bring today.

Cooperative: A business entity, usually a corporation, that holds title to realty and that grants rights of occupancy to its shareholders by means of proprietary leases or similar devices. A cooperatively owned apartment building is legally different from a building consisting of condominium units.

Cost, Construction: The sum of direct costs of materials and labor plus contractor's indirect costs to build an improvement.

Cost Approach: One of the three approaches to value, the cost approach is based on the principle of substitution—that a rational, informed purchaser would pay no more for a property than the cost of building an acceptable substitute with like utility. The cost approach seeks to determine the replacement cost new of an improvement less depreciation plus land value. (2) The method of estimating the value of property by: (a) estimating the cost of construction based on replacement or reproduction cost new or trended historic cost (often adjusted by a local multiplier); (b) subtracting depreciation; and (c) adding the estimated land value. The land value is most frequently determined by the sales comparison approach.

Deed: A document (or written legal instrument) which, when executed and delivered, conveys an interest in or legal title to a property.

Deed, Trust: (1) Broadly, a deed by which title to property is transferred to a trustee to be held in trust. (2) Specifically, a deed by which title to property is transferred, conditionally or unconditionally, to a trustee to be held for the benefit of creditors or obligors of the grantor. (3) Loosely, the agreement made between an issuer of bonds and the holders of such bonds that is deposited with the trustee, whether such agreement involves the transfer of property to the trustee. Also called "deed of trust."

Depreciation: Loss in value of an object, relative to its replacement cost new, reproduction cost new, or original cost, whatever the cause of the loss in value. Depreciation is sometimes subdivided into three types: physical deterioration (wear and tear), functional obsolescence (suboptimal design considering current technologies or tastes), and economic obsolescence (poor location or radically diminished demand for the product).

Easement: Any nonpossessory interest held by one person in land possessed by another whereby the first person is accorded partial use of such land, or the second person is restricted in the use of his or her land. (2) A right held by one person to use the land of another for a specific purpose, such as access to other property. (3) In a restricted sense, a nonpossessory interest held by one person, by reason of his or her possession of a given piece of land (the dominant estate), in a second piece of land possessed by another (the servient estate), whereby the first person is accorded partial use of the second piece of land without the privilege of taking a portion of its substance. Note: The nonpossessory interests in land that are included in the first of the above definitions but not Glossary for Property Appraisal and Assessment 57 Return to Table of Contents in the second are: (1) servitudes, in which there is not necessarily a dominant estate in land; (2) profits à prendre, which are rights to take the substance of, or income from, the servient estate; and (3) restrictions, which limit the possessor of the servient estate in the use of his or her land without according its partial use to the owner of the nonpossessory interest.

Effective Market Value: If State law limits how much your Assessed Value can increase

annually, then you have an Effective Market Value. This value takes into account your capped Assessed Value. For Class 1 properties, it is calculated by dividing your Assessed Value (based on caps) by 6%. For Class 2a, b and c properties, it is calculated by dividing your Assessed Value by 45%. You must prove that your property is worth less than this number to have the value adjusted by the New York City Tax Commission or Courts.

Eminent Domain: The right by which a sovereign government, or some person acting in its name and under its authority, may acquire private property for public or quasi-public use upon payment of reasonable compensation, but without consent of the owner.

Escalation Clause—A clause in an agreement that allows for an increase.

Escheat: The right to have property revert to the state for nonpayment of taxes or when there are no legal heirs of someone who dies without leaving a will.

Estate, Leasehold: Any possessory interest in land less than estate of freehold, that is, an estate for years, an estate from year to year (periodic estate), an estate at will, or an estate at sufferance.

Estate in Fee Simple: An inheritable, possessory interest in land that may endure until the extinction of all lineal and collateral heirs of the first owner and that may be freely conveyed by its owner; the largest possible estate in land.

Exemptions: Reduce your property's assessed value before your taxes are calculated. A property may be partially or fully exempt depending on the amount of the exemption.

Exempt Value: The amount/or percentage of the Assessed Value that is not taxable.

Expense Ratio (OER): The ratio of expenses to gross income. A "typical" expense ratio is the relationship of normal expenses to effective gross income.

Fiscal Year: July 1 – June 30, the 12-month period the City uses for financial reporting.

Foreclosure: The legal process by which a lien on a property is enforced.

Franchise, Special: The exclusive privilege conferred by a government on one or more persons by which public property is used in furnishing a public service for private profit.

Geocoding: Geographical referencing or coding of data.

Geographic Information System (GIS): A database management system used to store, retrieve, manipulate, analyze, and display spatial information. GIS is a type of computerized mapping system capable of integrating spatial data (land information) and attribute data among different layers on a base map.

Grantee: One who acquires property by voluntary conveyance.

Grantor: One who voluntarily conveys property, whether by sale, gift, lease, or otherwise.

Green Buildings: Buildings that incorporate practices said to help the environment, reduce energy use and costs by energy-efficient design, contribute to a healthier and more pleasant

environment for occupants; contribute to increased productivity, and experience faster leasing at more favorable rates for the lessor.

Gross Income Multiplier (GIM): A GIM is a capitalization technique that uses the ratio between the sale price of a property and its potential gross income or its effective gross income. Once calculated for several similar assets, a GIM may be multiplied against the income of a property to obtain an estimate of value.

Gross Leasable Area: All area within the outside walls, including lobbies, washrooms, janitor's closets, and so on, but excluding building stairs, fire towers, elevator shafts, flues, vents, stacks, pipe shafts, and vertical ducts if they serve more than one floor.

Improvement: Anything done to raw land with the intention of increasing its value. A structure erected on the property constitutes one very common type of improvement, although other actions, such as those taken to improve drainage, are also improvements. Although such cases are rarely intentional, "improvements" can conceivably diminish the value of the land; note, however, that easements restricting the use and value of land are not considered improvements.

Income Approach: One of the three approaches to value, based on the concept that current value is the present worth of future benefits to be derived through income production by an asset over the remainder of its economic life. The income approach uses capitalization to convert the anticipated benefits of the ownership of property into an estimate of present value.

Income Capitalization Approach: Valuing property based on its estimated future income.

Interquartile Range (Interquartile Deviation [IQR]): The result obtained by subtracting the first quartile from the third quartile. By definition, 50 percent of the observations fall within the IQR.

Land Ratio: The ratio of land area to building area. The land ratio can be an important factor in grouping properties for income approach appraisal by means of direct sales comparisons.

Lease: A written contract by which the lessor (owner) transfers the rights to occupy and use real or personal property to another (lessee) for a specified time in return for a specified payment (rent).

Lease, Gross: A lease under the terms of which the lessor (landlord) receives stipulated rent and pays the expenses of operating and maintaining the leased property. Contrast lease, net.

Ground: A lease conveying an interest in land exclusive of any improvements constructed thereon.

Lease, Net: A lease under the terms of which the lessee pays the agreed rental and all expenses of operating and maintaining the leased property, including taxes on it, but not including depreciation. Contrast lease, gross.

Level of Assessment: The % of market value used to calculate your property's assessed value. LOA is also known as the assessment ratio.

- Tax Class 1, 1A, 1C – 6%

- Tax Class 2, 2ABC, 3, 4 – 45%

LiDAR: Light Detection and Ranging - A surveying method that measures distance to a target by illuminating the target with pulsed laser light and measuring the reflected pulses with a sensor. An airborne collection system that uses a scanning infrared laser sensor comprising a transmitter and receiver, Global Positioning System (GPS) receiver and an Inertial Navigation System (INS) unit to obtain the geospatial x, y, and z coordinate value of ground surface points. This data can be used to develop very accurate digital elevation, surface, and terrain models. These models can form the base for ortho-imagery and geospatial analysis.

Lien: (1) The legal right to take or hold property of a debtor as payment or security for a debt. (2) Any legal hold or claim, whether created voluntarily or by operation of law, which a creditor has on all, or specified portions of the property owned by a person indebted to him.

Life Estate: An interest in property that lasts only for a specified person's lifetime; thus, the owner of a life estate is unable to leave the property to heirs.

Linear Regression: A kind of statistical analysis used to investigate whether a dependent variable and a set of one or more independent variables share a linear correlation and, if they do, to predict the value of the dependent variable based on the values of the other variables. Regression analysis of one dependent variable and only one independent variable is called simple linear regression, but it is the word simple (not linear) that distinguishes it from multiple regression analysis with its multiple independent variables.

Market Rent: The rent currently prevailing in the market for properties comparable to the subject property. Market rent is capitalized into an estimate of value in the income approach.

Market Value: Finance's estimate of your property's worth.

Mass Appraisal: The process of valuing a group of properties as of a given date, using standard methods, employing common data, and allowing for statistical testing.

Mass Appraisal Model: A mathematical expression of how supply and demand factors interact in a market.

Model: A representation of how something works. (2) For purposes of appraisal, a representation (in words or an equation) that explains the relationship between value or estimated sale price and variables representing factors of supply and demand.

Multiple Regression Analysis (MRA): A particular statistical technique, similar to correlation, used to analyze data to predict the value of one variable (the dependent variable), such as market value, from the known values of other variables (called "independent variables"), such as lot size, number of rooms, and so on. If only one independent variable is used, the procedure is called simple regression analysis and differs from correlation analysis only in that correlation measures the strength of relationship, whereas regression predicts the value of one variable from the value of the other. When two or more variables are used, the procedure is called multiple regression analysis.

Net Lease: A lease in which the landlord (lessor) receives a stipulated rent amount, and the tenant (lessee) pays all operating expenses and taxes attributable to the property. A net lease produces net income to the lessor.

Net Operating Income (NOI): Annual net income after operating expenses is subtracted from gross income.

Notice of Property Value: (NOPV) Annual notice with details about your property produced every January. It reflects your property's physical condition as of January 5. This information is used for the tax year that begins on July 1. If value is changed you will receive a Revised Notice of Property Value.

Obsolescence: A decrease in the value of a property occasioned solely by shifts in demand from properties of this type to other types of property and/or to personal services. Some of the principal causes of obsolescence are: (1) Changes in the esthetic arts; (2) changes in the industrial arts, such as new inventions and new processes; (3) legislative enactments; (4) change in consumer demand for products that results in inadequacy or over-adequacy; (5) migration of markets that results in misplacement of the property.

Operating Expenses: Expenses necessary to maintain the flow of income from a property. These are deducted from effective gross income to obtain net operating income, which is then capitalized in the income approach to obtain an indication of market value. Such expenses generally include the costs of property insurance; heat, water, and other utilities; repairs and maintenance; replacement reserves for such items as heat and air-conditioning systems, water heaters, built-in appliances, elevators, roofing, floor coverings, and other items whose economic life will expire before that of the structure itself; management; and other miscellaneous items necessary to operate and maintain the property. Not considered operating expenses are depreciation charges, debt service, income taxes, capital improvements, and personal or business expenses of the owner. In addition, for assessment purposes, property taxes are usually treated as an adjustment to the capitalization rate rather than as an expense item.

Parcel: A contiguous area of land described in a single legal description or as one of several lots on a plat; separately owned, either publicly or privately; and capable of being separately conveyed.

Percentile: The values that divide a set of data into specified percentages when the data are arrayed in ascending order. The tenth percentile includes the lowest 10 percent of the values, the twentieth percentile includes the lowest 20 percent of the values, and so forth.

Personal Property: Consists of every kind of property that is not real property; movable without damage to itself or the real estate; subdivided into tangible and intangible.

Property Record Card: An assessment document with blanks for the insertion of data for property identification and description, for value estimation, and for property owner satisfaction. The basic objectives of property record forms are, first, to serve as a repository of most of the information deemed necessary for identifying and describing a property, valuing a property, and assuring property owners that the assessor is conversant with their properties, and second, to document property appraisals. Use of properly designed property record forms permits an organized and uniform approach to amassing a property inventory.

Property Tax Levy: The total amount of money to be raised from the property tax as set forth in the budget of a taxing jurisdiction.

Qualified Sale: A property transfer that satisfies the conditions of a valid sale and meets all other technical criteria for inclusion in modeling and ratio studies.

Ratio Study: A study of the relationship between appraised or assessed values and market values. Indicators of market values may be either sales (sales ratio study) or independent "expert" appraisals (appraisal ratio study). Of common interest in ratio studies are the level and uniformity of the appraisals or assessments.

Real Property: Consists of the interests, benefits, and rights inherent in the ownership of land plus anything permanently attached to the land or legally defined as immovable; the bundle of rights with which ownership of real estate is endowed. To the extent that "real estate" commonly includes land and any permanent improvements, the two terms can be understood to have the same meaning. Also called "realty."

Reassessment: The relisting and revaluation of all property, or all property of a given class, within an assessment district by order of an authorized officer or body after a finding by such an officer or body that the original assessment is too faulty for correction through the usual procedures of review and equalization.

Rent, Gross: The total amount received by a lessor from a lessee, without deduction for taxes, maintenance, or any other payments made by the lessor on account of the leased property.

Rent, Ground: The rent paid for the right of use and occupancy of a parcel of unimproved land, or that portion of the rent paid for the right of use and occupancy of a parcel of improved land that is imputed to the land as distinguished from the improvements.

Rent, Net: The amount remaining to the lessor out of gross rents after deducting taxes on the property, insurance, repairs, expenses of management, and any other operating and maintenance expenses payable by him or her on account of the leased property. Note: Net rent is arrived at before deduction of depreciation expenses, interest on the lessor's investment in the property, and income taxes payable by the lessor.

Replacement Cost: The cost to replace or improve a portion of an existing structure, for the same purpose using modern building materials, current standards and building requirements.

Reproduction Cost: The cost to replicate an existing structure, using the same materials, standards, quality, and design as the original construction.

Revaluation: A reappraisal of property; especially a complete reappraisal of real property after assessment for one or more years on valuations most (or all) of which were established in some

prior year.

Right, Air: A right to use and occupy the space lying above a stated elevation or within certain distances above the ground surface, in conjunction with specified spaces on the surface for the support of foundations; for example, the rights granted by railroads to build above their rights-of-way.

Right-of-Way: (1) An easement consisting of a right of way through the servient estate (preferred). (2) By extension, the strip of land traversed by a railroad or public utility, whether owned by the railroad or utility company or used under easement agreement.

Subdivision: A tract of land that has been divided into marketable building lots and such public and private ways as are required for access to those lots, and that is covered by a recorded plat.

Subject Property: The property being appraised.

Sublease: A lease in which the lessor is a lessee in a prior lease.

Tax Base: The aggregate of the values or units to which the tax rate or rates are applied to determine the tax liability of a person or a group of persons, for example, \$10,000 worth of property, \$2,500 of income.

Tax Class: Property in New York City is divided into four classes:

- Class 1: Most residential property of up to 3 units (homes and small stores or offices with one or two apartments attached), and most condominiums that are not more than 3 stories.
- Class 2: All other property that is not in Class 1, >10 units and is primarily residential (rentals, cooperatives, and condominiums).
 - Sub-Class 2a (4 – 6-unit rental building)
 - Sub-Class 2b (7 – 10-unit rental building)
 - Sub-Class 2c (2 – 10 unit cooperative or condominium)
- Class 3: Most regulated utility property.
- Class 4: All commercial and industrial properties such as office, retail, factory buildings and all other properties not included in tax classes 1, 2 or 3. Specified non-regulated utility property.

Tax Exempt Property (full): Property entirely excluded from taxation because of its type or use. The most common examples are religious, charitable, educational, or governmental properties. This definition omits property for which the application of a partial exemption reduces net taxable value to zero.

Tax Levy: (1) The act by which a legislative body fixes either the amount of taxes to be placed in collection or the rate to be applied to a predefined tax base. (2) The amount of taxes authorized to be placed in collection by a competent legislative body.

Tax Rate: The rate used to determine the tax you owe. The City Council and Mayor set an annual tax rate for each tax class.

Taxable Value: Actual or Transitional Assessed Value (whichever is less) minus any exemptions. This is used to calculate your annual tax bill.

Tenancy: The act of using or occupying property, especially real property whose fee title is vested in someone other than the occupant.

Transitional Assessed Value: Increases to your Assessed Value are phased in at 20% per year (except for physical changes). Transitional Assessed Values are Applicable to all Tax Class 4 properties and Tax Class 2 cooperatives, condominiums, and rental buildings with more than ten units. In any given year, there are multiple transitions being applied which results in an actual assessed value and a transitional assessed value for a property each year. The law requires that DOF uses whichever number is lower – your actual assessed value or transitional assessed value – to arrive at a property tax bill.

Trending: Adjusting the values of a variable for the effects of time. Usually used to refer to adjustments of assessments intended to reflect the effects of inflation and deflation and sometimes also, but not necessarily, the effects of changes in the demand for micro-locational goods and services.

Trust: An agreement whereby the owner of property (the settlor) transfers legal title to a second party (the trustee), such property to be held, managed, or disposed of for the benefit of a third party (the beneficiary) or the settlor, or both, as set forth in the trust agreement.

Trust, Revocable: A trust in which the grantor of the property held in trust retains the right to repossess the legal and equitable titles.

Vacancy and Collection Loss: The amount of money deducted from potential annual gross income to reflect the effect of probable vacancy and turnover, or nonpayment of rent by tenants. Vacancy and collection loss is commonly expressed as a percentage of potential annual gross income, and it should be based on market research, not actual rental history of a property.

Valuation: (1) The process of estimating the value—market, investment, insured, or other properly defined value—of a specific parcel or parcels of real estate or of an item or items of personal property as of a given date. (2) The process or business of appraising, of making estimates of the value of something. The value usually required to be estimated is market value.

Valuation Date: The specific date as of which assessed values are set for purposes of property taxation.

Value: (1) The relationship between an object desired and a potential owner; the characteristics of scarcity, utility, desirability, and transferability must be present for value to exist. (2) Value may also be described as the present worth of future benefits arising from the ownership of real or personal property. (3) The estimate sought in a valuation. (4) Any number between positive infinity and negative infinity

Value Reflected: Parcels whose use is either restricted and/or designed solely for the benefit of surrounding property. The adjacent properties often exercise exclusive control of these restricted, value reflected lots. To avoid double taxation the market value is therefore reflected on the dominant/primary property as the reflected lot holds little to no value on its own.

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Real Property Tax Law and the NYC Administrative Code

Assessment professionals should be aware of the relevant Real Property Tax Laws (RPTL) and Administrative Code/Local Laws that apply to their work. Throughout New York State, assessors are often required to have a command of RPTL and local laws as they often do not have counsel to rely on.

The following is not intended as a comprehensive list of all RPTL or Admin Code/Local Laws but provides resources to assessment professionals to self-study and research issues as they arise. While we are never to interpret law or offer legal advice to taxpayers or representatives, having a working knowledge of the statutory framework for assessment will help you in your career.

Property tax system in New York City is governed by various state and local statutes:

- State constitutional provisions, statutes and regulations provide the basic framework for the property tax system statewide and establish procedures for its administration.
- Local laws and regulations supplement the state law provisions and provide procedures specific to New York City
- Main Statutes
 - New York State Constitution (Constitution) outlines fundamental principles of state government.
 - New York State Real Property Tax Law (RPTL) contains provisions governing the property tax system throughout the State.
 - New York City Charter (Charter), the municipal charter of the city
 - New York City Administrative Code (Admin Code) contains the codified local laws.
 - Rules of the City of New York (RCNY) contains the compiled rules and regulations of city government agencies.

NYS Constitution Local Governments

The NYS Legislature is empowered to provide for the creation and organization of local governments to secure the rights, powers, privileges, and immunities granted by the Constitution. This includes the levy, collection and administration of local taxes authorized by the legislature Article 9, Section 2.

- For purposes of levying a property tax, assessments may not exceed the full value of property.
- Authorizes State Legislature to provide for supervision, review, and equalization of assessments for the purposes of taxation - Article 16, Section 2
- Property tax exemptions may only be granted by general state law.

- Allows exemptions to be altered or repealed (except those provided for property held by not-for-profit organizations and used exclusively for religious, educational, or charitable purposes)
- Constitution also sets the maximum amount of real property taxes that may be levied in a local jurisdiction for operating costs of the jurisdiction.

Real Property Tax Law (Useful Link <https://www.nysenate.gov/legislation/laws/RPT>)

- State law that contains the main provisions that govern the structure and administration of the property tax system throughout the State.
- Certain provisions in NYC Charter are inconsistent with State law as they relate to assessment dates and due dates.
- In some circumstances NYC is exempted from State law requirements

Article 1 Sets forth the definitions used in the statute - Local municipalities with the authority to assess property are referred to as assessing units.

Article 2 Establishes the state agency responsible for overseeing real property assessment and taxation practices throughout the State. Office of Real Property Tax Services under the Department of Taxation and Finance.

(https://www.tax.ny.gov/research/property/assess/reassessment/reassess_orpts.htm)

Article 3 Provides for the methods and standards of assessment including that in NYC each class shall be assessed at a uniform percentage of value however each class may be assessed at a different uniform percentage of value. Allows for 6% and 45% levels of assessment currently in place.

Article 4 Defines those properties that are exempt from the real property tax.

Article 5 Contains the requirements for annually preparing the assessment roll.

Article 6 Details the assessment and tax treatment of special franchise property located in the public right of way.

Article 7 Provides the grounds and procedures for judicial review of property tax assessments.

Article 9 Relates to the levy and collection of taxes.

Article 12 Requires the State to calculate state equalization rates for all taxing jurisdictions in the State.

- In NYC the calculation is done for each class of property and is known as the class ratio. This represents the State's opinion of the level of assessment in each jurisdiction and is used for various purposes including to prove inequality in court proceedings.

Article 18 Establishes New York City as a special assessing unit.

- Nassau County and New York City are the only 2 special assessing units in the State.
- Establishes four classes of property in the City and provides for the treatment of properties within each class.
- Also provides for procedures to determine the portion of the entire property tax levied in the City that each class must pay.
- RPTL § 1805 provides limitations on assessed value growth for certain classes of property. This limits the increases in assessed value that may occur in any year for capped Tax Classes.

RPTL § 581(1)(a) Real property owned or leased by a cooperative corporation or on a condominium basis shall be assessed at a sum not exceeding the assessment which would be placed upon the parcel if it was not owned or leased by a cooperative corporation or on a condominium basis.

New York City Statutes (Useful Link <https://www1.nyc.gov/site/buildings/codes/local-laws.page>)

The New York City Charter and Administrative Code contain additional provisions regarding the property tax which must be read in conjunction with the State statutes.

Charter § 1504

- The Department of Finance is responsible to perform the functions and operations of the city that relate to the administration and collection of all taxes, and assessments and charges imposed by the city.

Charter § 1505

- The Department of Finance is required to assess for taxation all taxable real property in the city and to prepare the assessment rolls. Charter § 1504. DOF has powers and duties with respect to the assessment of real property.

Charter § 1506

- Assessors are responsible for determining (a) the taxable status of real property, and (b) the valuation of real property (including tax exempt property) as of the taxable status date.

Charter §1507

- The taxable status date and valuation date in the city is January 5th each year.
 - All property must be assessed according to its condition, ownership and use as of the same point in time.
 - Assessed value is based on existing use as of taxable status date, not highest and best use.

Administrative Code § 11-207

- Assessors shall revalue, reassess, or update the assessment of each parcel of taxable and nontaxable real property every year.
 - Revaluation, reassessment, or update is defined as the systematic review of the assessments of all locally assessed properties, valued as of the valuation date of the assessment roll containing those assessments. RPTL § 102(12 a).
- Assessors shall personally examine each parcel of real property at least every third assessment cycle (taxable property) or fifth cycle (non-taxable).

Note: Mayor Bill de Blasio issued Emergency Executive Order No. 107 on April 14, 2020, that contains the following:

- I hereby suspend Section 11-207(a) of the New York City Administrative Code for the pendency of the emergency to the extent that such section requires assessors to conduct in-person examinations of real estate, provided that any examination of a parcel of real estate required by such section shall be conducted by electronic means.

Additional Information: RPTL and Admin Code sets additional requirement for nearly every area of assessment administration. This includes:

- Real Property Inc and Exp (RPIE)
- Assessment roll calendar dates
- Exemption/Abatement Requirements
- Notices of Property Value
- Payments/Billing
- Change by Notice (CBN)
- Requests for Review
- Administrative Review (CERs)
- Reporting of Assessment Data
- Tax Commission Proceedings
- Article 7 Judicial Review/Small Claims
- Tax Liens and In Rem Proceedings