



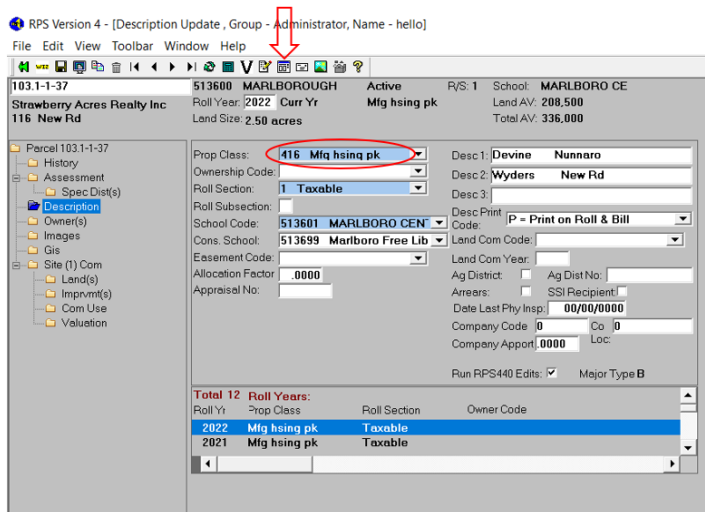
March 18, 2022

How to access the RPSV4 manufactured home worksheet when there are no STAR exemptions in the park

RPSV4 allows user access from the Description window for parcels that are classified as mobile home parks (PCC 416).

1. Access the mobile home worksheet from the worksheet icon in the toolbar.

Note: When working with a parcel having multiple sites, the manufactured housing park (PCC 416) must be entered on the first site, or the access to the mobile home worksheet from the Description window will be unavailable.



The worksheet selection window will open.

2. Choose *Mobile Home Worksheet* and select *OK*.

103.1-1-37 513600 MARLBOROUGH Active R/S: 1 School: MARLBORO CE
Strawberry Acres Realty Inc Roll Year: 2022 Curr Yr Mig hsing pk Land AV: 208,500
116 New Rd Land Size: 2.50 acres Total AV: 336,000

- Parcel 103.1-1-37
 - History
 - Assessment
 - Spec Dist(s)
 - Description
 - Owner(s)
 - Images
 - Gis
 - Site (1) Com
 - Lend(g)
 - Imprvmnt(s)
 - Com Use
 - Valuation

RPS Version 4

Select Worksheet

Worksheet Name

- Agricultural Assessment Worksheet(41720)
- Agricultural Assessment Worksheet(41730)
- Mobile Home Worksheet
- School Tax Credit Worksheet

OK Print Delete Cancel

If there is a worksheet for a parcel, the existing records will display.

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MANUFACTURED HOME PARK INVENTORY SHEET Page 1 of 2

103.1-1-37	513600	Marlboro	Land AV:	208,500
Strawberry Acres Realty Inc	Roll Year	2022	Total AV:	336,000
116 New	Land Size		Basic STAR Limit:	27,660
			Enhanced STAR Limit:	65,190

Double Click on Record to Modify or Delete

Pad/ Lot	Unit Address	Owner's Last Name	Owner's First Name	Own Occ	Own Ex	STAR IVP	Model Name	SIZ Width
8	Parking Lot#8	Last	First	Yes	No	No		0
11	Parking Lot#11	Last	First	Yes	No	No		0
Total AV of Mobile Homes							20,000	
Total Basic STAR (4185x)							20,000	
Total Enhanced STAR (4183x)							0	

If there is not a worksheet for a parcel, a blank inventory sheet will display.

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MANUFACTURED HOME PARK INVENTORY SHEET Page 1 of 2

95.4-3-34	513600	Marlboro	Land AV:	152,000
Schaller, John J	Roll Year	2022	Total AV:	340,000
117 Juliella	Land Size		Basic STAR Limit:	27,660
			Enhanced STAR Limit:	65,190

Double Click on Record to Modify or Delete

Pad/ Lot	Unit Address	Owner's Last Name	Owner's First Name	Own Occ	Own Ex	STAR IVP	Model Name	SIZ Width
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- To edit an existing record, double click that record.

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MANUFACTURED HOME PARK INVENTORY SHEET Page 1 of 2

103.1-1-37 513600 Marlboro Land AV: 208,500
 Strawberry Acres Realty Inc Roll Year 2022 Total AV: 336,000
 116 New Land Size Basic STAR Limit: 27,660
Enhanced STAR Limit: 65,190

Double Click on Record to Modify or Delete

Pad/ Lot	Unit Address	Owner's Last Name	Owner's First Name	Own Occ	Own Ex	STAR IVP	Model Name	Width
8	Parking Lot#8	Last	First	Yes	No	No		0
11	Parking Lot#11	Last	First	Yes	No	No		0

Total AV of Mobile Homes 20,000
 Total Basic STAR (4185x) 20,000
 Total Enhanced STAR (4183x) 0

- Make the updates then select *Save* and then *Close*.

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MANUFACTURED HOME PARK INVENTORY SHEET Page 1 of 2

103.1-1-37 513600 Marlboro Land AV: 208,500
 Strawberry Acres Realty Inc Roll Year 2022 Total AV: 336,000
 116 New Land Size Basic STAR Limit: 27,660
Enhanced STAR Limit: 65,190

Pad/Lot: Width: Condition:
 Unit Address: Length: STAR Type:
 Own Occ: Year Built: Total Assessed Value:
 Model Name: Grade: Exempt Amount:
 Owner Eligible Separately Assessed Exemption: Owner Eligible for STAR Income Verification:

Owner Mailing Information

Last Name/Company:	First Name	Initial	Suffix	Primary Residence Y/N
Last	First			Y=Yes
Additional Owners				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Attention To/In Care Of: Additional Address:

Street No: Prefix Dir: Street/RuralRoute: St Suffix: Post Dir: Unit Name: Unit No:
 P.O. Box No: City/Town: State: Zip Code: Country enter if not "USA": Bar Cd:

5. To create a new record, select *Add Record*.

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MANUFACTURED HOME PARK INVENTORY SHEET Page 1 of 2

103.1-1-37 513600 **Marlboro** Land AV: **208,500**
 Strawberry Acres Realty Inc Roll Year 2022 Total AV: **336,000**
 116 New Land Size Basic STAR Limit: **27,660**
Enhanced STAR Limit: **65,190**

Double Click on Record to Modify or Delete

Pad/Lot	Unit Address	Owner's Last Name	Owner's First Name	Own Occ	Own Ex	STAR IVP	Model Name	Width	SIZE
8	Parking Lot #8	Last	First	Yes	No	No			0
11	Parking Lot #11	Last	First	Yes	No	No			0

Total AV of Mobile Homes **20,000**
 Total Basic STAR (4185x) **20,000**
 Total Enhanced STAR (4183x) **0**



6. Enter the appropriate data on the worksheet.

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MANUFACTURED HOME PARK INVENTORY SHEET Page 1 of 2

103.1-1-37 513600 **Marlboro** Land AV: **208,500**
 Strawberry Acres Realty Inc Roll Year 2022 Total AV: **336,000**
 116 New Land Size Basic STAR Limit: **27,660**
Enhanced STAR Limit: **65,190**

Pad/Lot: Width: Condition:
 Unit Address: Length: STAR Type:
 Own Occ: Year Built: Total Assessed Value:
 Model Name: Grade: Exempt Amount:
 Owner Eligible Separately Assessed Exemption: Owner Eligible for STAR Income Verification:

Owner Mailing Information

Last Name/Company:	First Name	Initial	Suffix	Primary Residence Y/N
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional Owners

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Attention To/In Care Of: Additional Address:

Street No: Prefix Dir: Street/RuralRoute: St Suffix: Post Dir: Unit Name: Unit No:
 P.O. Box No: City/Town: State: Zip Code: Country enter if not "USA": Bar Cd:

7. When data entry is complete, select *Save*, and then *Close*.

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MANUFACTURED HOME PARK INVENTORY SHEET Page 1 of 2

103.1-1-37	513600 Marlboro	Land AV: 208,500
Strawberry Acres Realty Inc	Roll Year 2022	Total AV: 336,000
116 New	Land Size	Basic STAR Limit: 27,660
		Enhanced STAR Limit: 65,190

Pad/Lot: 12	Width: <input type="text"/>	Condition: <input type="text"/>
Unit Address: Parking Lot #12	Length: <input type="text"/>	STAR Type: <input type="text"/>
Own Occ: <input type="checkbox"/>	Year Built: <input type="text"/>	Total Assessed Value: 0
Model Name: <input type="text"/>	Grade: <input type="text"/>	Exempt Amount: 0
Owner Eligible Separately Assessed Exemption: <input type="checkbox"/>		Owner Eligible for STAR Income Verification: <input type="checkbox"/>

Owner Mailing Information

Last Name/Company:	First Name	Initial	Suffix	Primary Residence Y/N
Last	First	<input type="text"/>	<input type="text"/>	<input type="text"/>
Additional Owners				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Attention To/In Care Of: <input type="text"/>		Additional Address: <input type="text"/>	
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Street No: 116	Prefix Dir: <input type="text"/>	Street/RuralRoute: New	St Suffix: Rd	Post Dir: <input type="text"/>	Unit Name: <input type="text"/>	Unit No: <input type="text"/>
P.O. Box No: <input type="text"/>	City/Town: Milont	State: NY	Zip Code: 12547	Country enter if not *USA*: <input type="text"/>	Bar Cd: <input type="text"/>	

