



# Instructions and File Specifications for the RPSV4 Users Manufactured Home Spreadsheet

April 6, 2023

**Note:** The Manufactured Home Spreadsheet includes a new tab, *Status Changes for 2023*. You must complete this tab manually; RPSV4 will not update this tab. See [Status Changes for 2023 tab instructions](#) below.

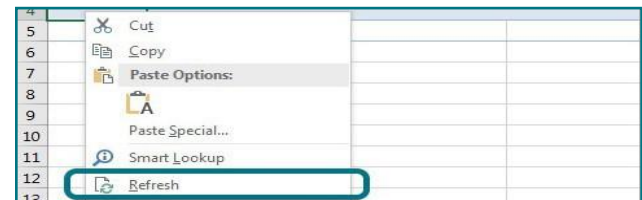
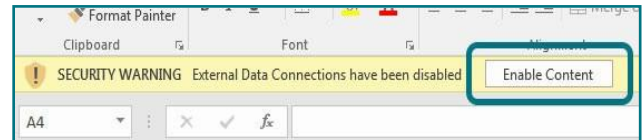
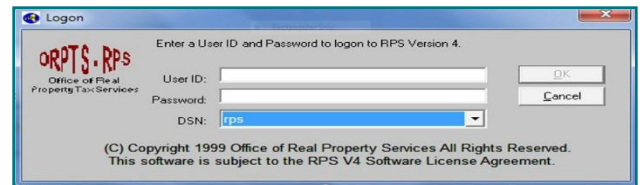
The [Manufactured Home Spreadsheet for RPSV4 Users](#) will extract all manufactured home units with a property class code of 416 in your jurisdiction, regardless of whether the unit is receiving the STAR credit or exemption. This data is critical for the Office of Real Property Tax Services to confirm the eligibility of manufactured homeowners who register for the STAR credit.

These instructions are only for RPSV4 Manufactured Home Worksheet users. If you do not use the RPSV4 Manufactured Home Worksheet, or if you need to submit co-ops, please see [other options](#).

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

## File instructions

1. Before you use the Manufactured Home Spreadsheet, open RPSV4 and ensure that the DSN is identified as *rps* in the RPSV4 logon window. If the DSN is not identified as *rps*, you will need to create a *rps* DSN. If you need assistance, contact your [ORPTS regional liaisons](#).
2. Open the [Manufactured Home Spreadsheet](#). If you receive a *Security Warning* that *Data connections have been disabled* when you open the file, select **Enable Content**.
3. Right click in field A4 and select Refresh. If your version of Excel is earlier than Excel 2007, the **Refresh** option will be at the bottom of the list.
4. When prompted for a roll year, enter the roll year against which the 2023-2024 school taxes will be extended. For most assessors, the roll year will be 2023.
5. To avoid processing delays:
  - Ensure that the format, field order, and field length correspond to the file specifications in the table below.
  - To the extent possible, use the same conventions for print key, street name, and unit number as previous years. Changes in these fields from one year to the next require manual processing.
  - Use unique print key and lot number combinations.



## Manufactured Homes tab instructions

1. Follow these guidelines for the specified fields:
  - **Owner Occupied:** Populate with a “1” for yes, populate with a “0” for no.
  - **Market Value:** Assessed Value divided by the Uniform Percent. Use whole dollars, no decimal point, and no dollar sign.
  - **STAR Exempt Type:** This field should be blank for all units assessed as part of the park. If any parks are receiving a STAR exemption, it should be removed. For details, see [Law change regarding manufactured homes and STAR](#).
  - **Owner 1 name fields:** This is the first name that will appear on any checks issued. The name should be complete including a first and last name.
  
2. When entering data for **Name** fields, do not:
  - end a field in a special character (for example, *Smith, John &*);
  - include the words wife or husband, or any variation thereof (for example, *Wf, Wife, & Wife, H/W, WFE, housewife, &1, & one, +1, husband*);
  - include et al or et ux or any variation thereof (for example, *etal, et al, et-al, etux, et ux, et-ux, ux, ors, or others*);
  - include trustee names; however, you can enter a valid Trust name (trustee names should be in the Owner 2 fields); or
  - include the name of a deceased person.

## Manufactured Homes tab file specifications

Field name	Format	Length	Description
Roll year	Text	4	the roll year against which the 2023-2024 taxes will be extended
Muni code	Text	6	municipal code, first four digits of SWIS code + “00”
SWIS	Text	6	6 digit SWIS code where the parcel is located <b>with leading zeros</b>
Print key	Text	30	print key, left justify and space fill (section-lot-block)
Owner occupied	Text	1	“1” for yes, “0” for no
STAR exempt type	Text	1	“B” for basic, “E” for enhanced, or leave blank
Uniform percent	Numeric	6,2	percent to the nearest hundreds place rounded to 2 decimal places
Assessed value	Numeric	11	total assessment value of unit <b>before exemptions</b> (no decimal, rounded)
Market value	Numeric	11	assessed value of unit divided by uniform percent (no decimal, rounded)
Higher value indicator	Text	10	populate with asterisk (*) if value is more than \$20,000
Lot number	Text	10	unique lot number, mandatory for all units
Unit address	Text	20	property address street name/number of unit
City/town	Text	30	municipality where dwelling is located
State	Text	2	state of dwelling (must be NY)
ZIP code	Text	9	ZIP code of dwelling (this can be 5 or 9 characters, no hyphen)
Mailing street number	Text	10	owner’s mailing street number
Mailing street name	Text	30	owner’s mailing street name
Mailing street suffix	Text	6	owner’s mailing street
Mailing unit name/num	Text	10	owner’s mailing unit number
Mail PO box	Text	10	owner’s PO box
Mail city	Text	30	owner’s mailing city/town
Mail state	Text	2	owner’s mailing state
Mail ZIP code	Text	9	owner’s mailing ZIP code (this can be 5 or 9 characters, no hyphen)
Owner 1 primary res	Text	1	populate with a “1” for yes, populate with a “0” for no
Last name 1	Text	30	first property owner’s last name
First name 1	Text	20	first property owner’s first name
Middle initial 1	Text	1	first property owner’s middle initial
Suffix name 1	Text	8	first property owner’s suffix
Owner 2 primary res	Text	1	populate with a “1” for yes, populate with a “0” for no
Last name 2	Text	30	second property owner’s last name
First name 2	Text	20	second property owner’s first name
Middle initial 2	Text	1	second property owner’s middle initial
Suffix name 2	Text	8	second property owner’s suffix

Comment field	Text	Variable	any useful comments
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## Status Changes for 2023 tab instructions

**Important: You must complete the *Status Changes for 2023* tab manually. RPSV4 will not update this tab.**

- Please list the following manufactured home units on the *Status Changes for 2023* tab:
  - those units that were individually assessed (i.e. *suffixed out*) in 2022 and will be assessed as part of the park in 2023, and
  - those units that were assessed as part of the park in 2022 and will be individually assessed in 2023

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

- When entering data for **Name** fields, do not:
  - end a field in a special character (for example, *Smith, John &*);
  - include the words wife or husband, or any variation thereof (for example, *Wf, Wife, & Wife, H/W, WFE, housewife, &1, & one, +1, husband*);
  - include et al or et ux or any variation thereof (for example, *etal, et al, et-al, etux, et ux, et-ux, ux, ors, or others*);
  - include trustee names; however, you can enter a valid Trust name (trustee names should be in the Owner 2 field); or
  - include the name of a deceased person.

### Individually assessed file specifications

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

## Submitting the report

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