



Department of
Taxation and Finance

RPSV4 Manufactured Home Utility

User Guide

Introduction

The RPSV4 Manufactured Home Utility can be used to identify and remove STAR exemptions from ineligible properties.

Beginning in 2022, most manufactured homes in parks and on land that is owned by someone else will no longer be eligible for the STAR exemption and may only receive the STAR Credit.

There is an exception for manufactured homes that are assessed separately from the landowner because they are receiving an exemption other than STAR, such as a veterans or senior citizen exemption. In these instances, the homes may continue to receive a STAR exemption.

See [Law change regarding manufactured homes and STAR](#) to learn more.

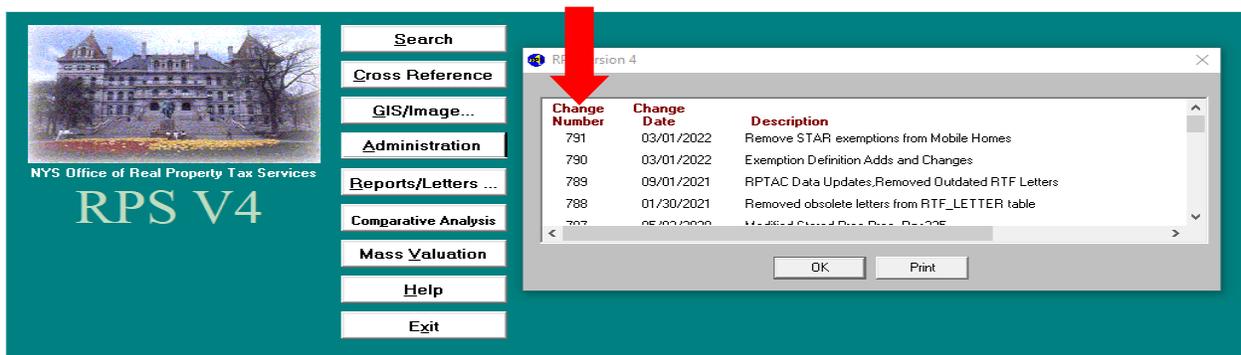
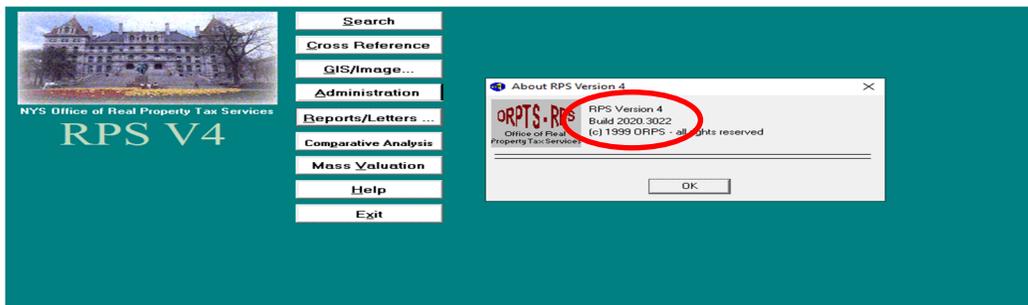
Before running the utility, users must have installed the following updates:

- RPS2020_3022.exe, and
- db_791.exe.

RPSV4 updates are available for download in the [Online Assessment Community](#).

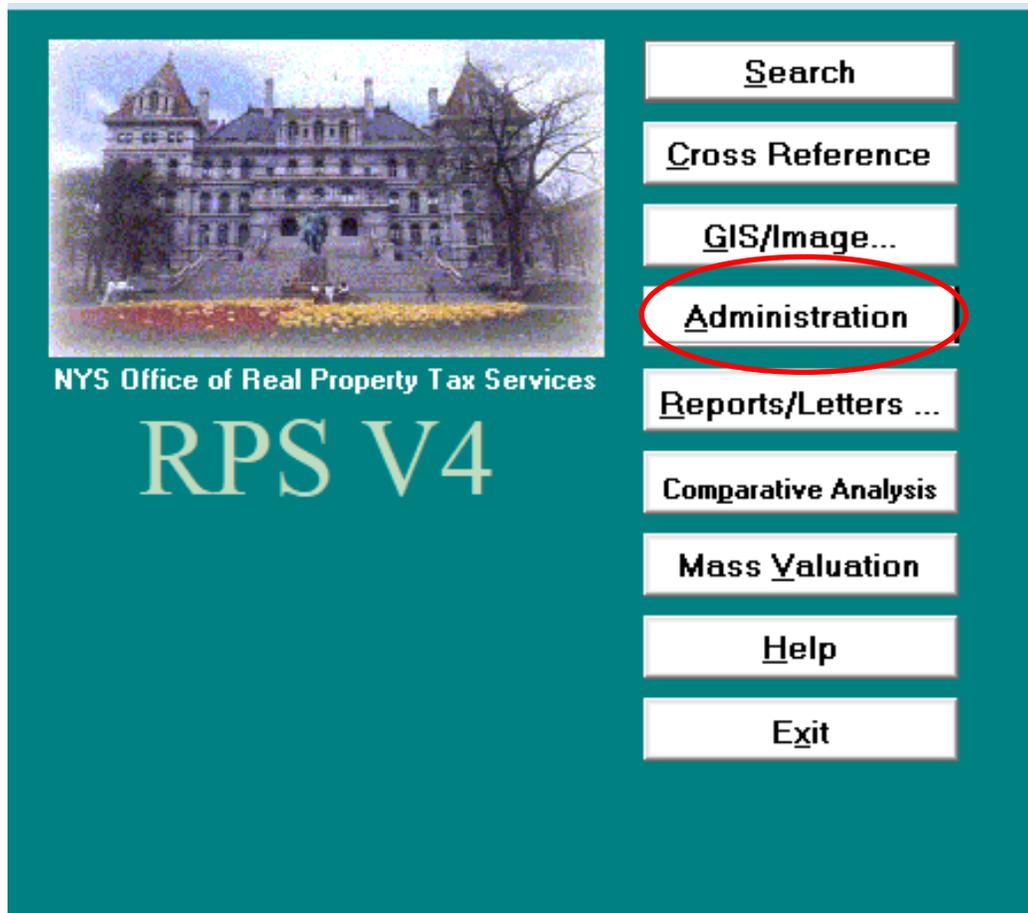
Note: If you have notes in your exemption folder for a park, the notes and the folder will be removed when the utility removes the STAR exemptions. To preserve your notes, either:

- copy them to the description folder prior to running the utility, or
- view the notes in the prior year.

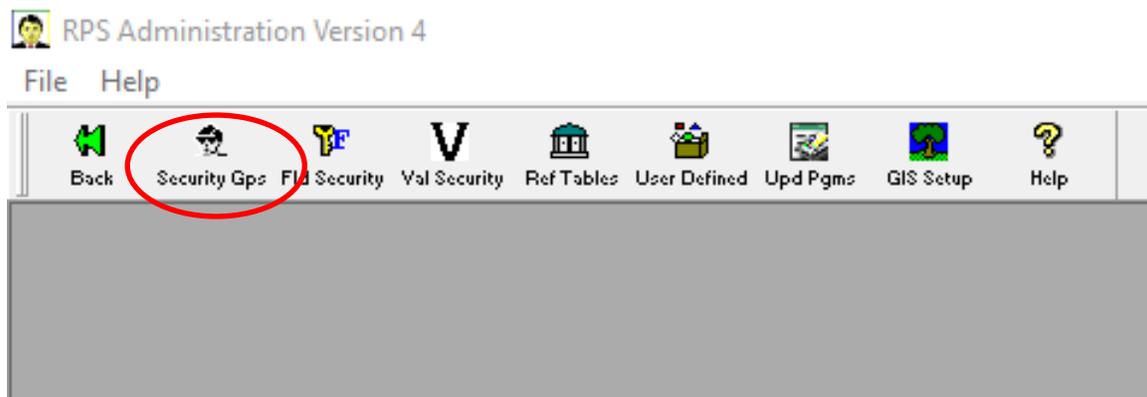


How to Run the RPSV4 Manufactured Home Utility

1. Select *Administration*.



2. Select *Security Gps*.



3. Click on the desired user in the *User Name* column and select *Admin/Update*.

The screenshot shows the 'Group and User Security' dialog box. On the left, under 'Security Group Definition', the 'Administrator' group is selected. The main area, 'User Information for Administrator Group', contains a table with the following data:

User Name	Password	SWIS	PYR	CYR	NYR	RPT	VAL	GIS Grp Name
		37	<input checked="" type="checkbox"/>	DEFAULT				
		37	<input checked="" type="checkbox"/>	DEFAULT				
		37	<input checked="" type="checkbox"/>	DEFAULT				
		37	<input checked="" type="checkbox"/>	DEFAULT				

At the bottom right, the 'Admin/Update' button is circled in red. A red note below it reads: 'User Names in "RED" Have No Admin/Update Rights'. The 'Sort Option for User Information' section at the bottom left has 'Sort by UserName (Default)' selected.

- In the **USER UPDATE RIGHTS** box, check the boxes for *Manufactured Home Star Exemption Removal* and *Manufactured Home Star Exemption Report*, then select **Save**.

RPS Administration Version 4

USER UPDATE RIGHTS

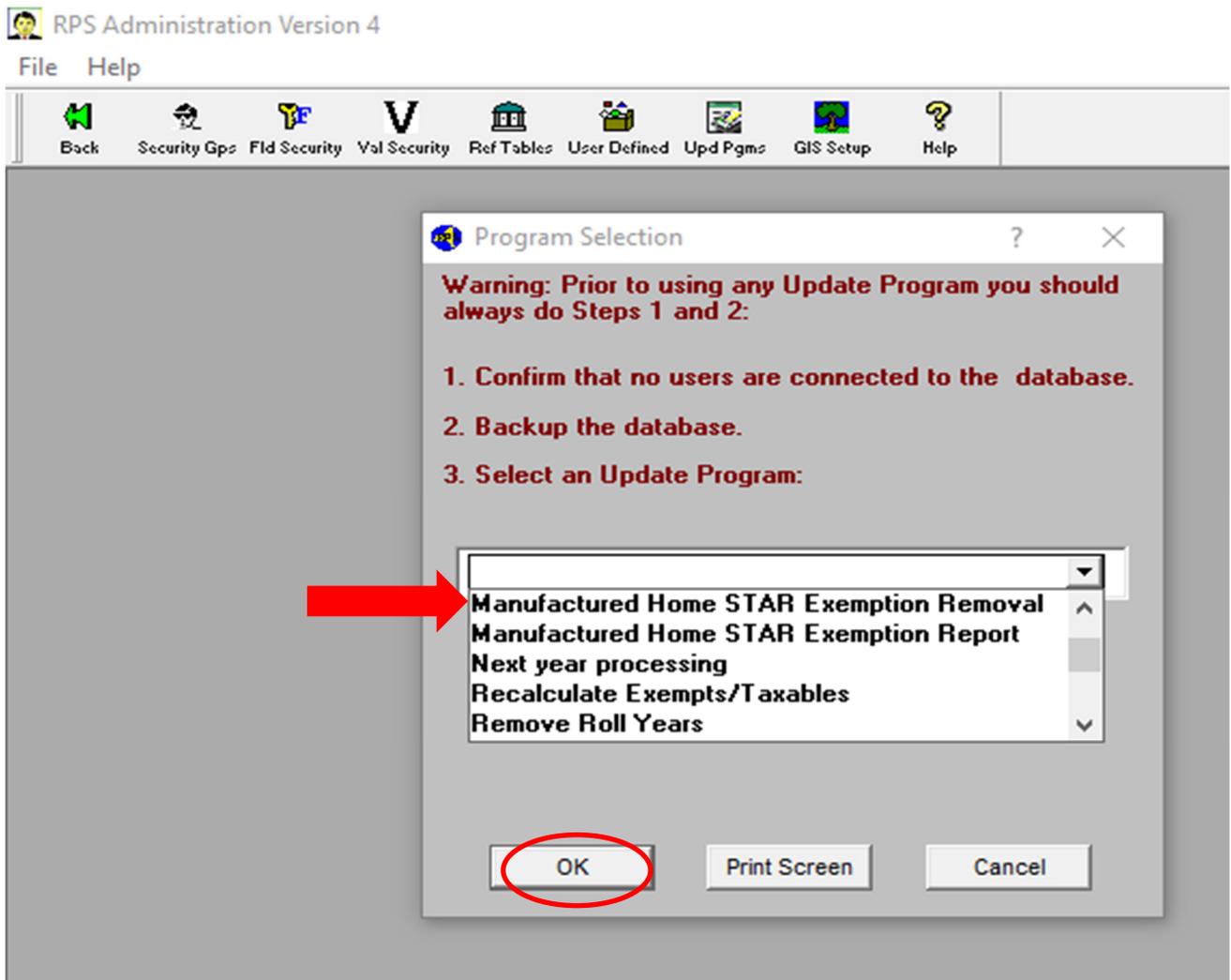
USER: amanda SWIS: 37

	P Y R		C Y R		N Y R	
Batch File Maintenance	<input checked="" type="checkbox"/>					
Business Investment Exemption	<input checked="" type="checkbox"/>					
Change Next Year File to Current Year File	<input checked="" type="checkbox"/>					
Home Improvement Exemption	<input checked="" type="checkbox"/>					
Redevelopment of Inhibited Property Exemption	<input type="checkbox"/>					
LEED Exemption Update	<input checked="" type="checkbox"/>					
Manufactured Home STAR Exemption Removal	<input type="checkbox"/>					
Manufactured Home STAR Exemption Report	<input type="checkbox"/>					
Next Year Processing	<input checked="" type="checkbox"/>					
Recalculate Exempts/Taxables	<input checked="" type="checkbox"/>					
Remove Roll Years	<input checked="" type="checkbox"/>					
Residential Investment Exemption	<input checked="" type="checkbox"/>					
RPS190 Calculate Uniform %	<input checked="" type="checkbox"/>					
RPS340 Calculate S458A/B Vet Exempts	<input checked="" type="checkbox"/>					
RPS342/343 Change in Level Ex	<input checked="" type="checkbox"/>					
RPS344 Agricultural Exemption	<input checked="" type="checkbox"/>					
RPS349 STAR Exemption Update	<input checked="" type="checkbox"/>					
RPS380 Update Utility	<input checked="" type="checkbox"/>					
RPS460 Field Reviewed Value Generator	<input checked="" type="checkbox"/>					
RPS485 Initialize Site Values	<input checked="" type="checkbox"/>					
RPS915 Set Village Flags	<input checked="" type="checkbox"/>					
Sr. Cit. and Low Inc. Dis. Exempt	<input checked="" type="checkbox"/>					
Super Storm Sandy Exemption	<input checked="" type="checkbox"/>					
STAR Management	<input checked="" type="checkbox"/>					
<hr/>						
RPS215 Final Assessors Report	<input checked="" type="checkbox"/>					
RPS035 Sales Transmittal with Extract	<input checked="" type="checkbox"/>					
<hr/>						
General File Maintenance	<input checked="" type="checkbox"/>					
	Add	Del	Add	Del	Add	Del
	<input checked="" type="checkbox"/>					
<hr/>						
Valuation Maintenance	<input checked="" type="checkbox"/>					
<hr/>						
GIS Maintenance	<input checked="" type="checkbox"/>					
Image Update	<input checked="" type="checkbox"/>					
<hr/>						
	ALL		ALL		ALL	
	<input type="checkbox"/>					
	NONE		NONE		NONE	
	<input type="checkbox"/>					
<hr/>						
Set By: amanda						
Set On: 3/24/2016 09:54:13						

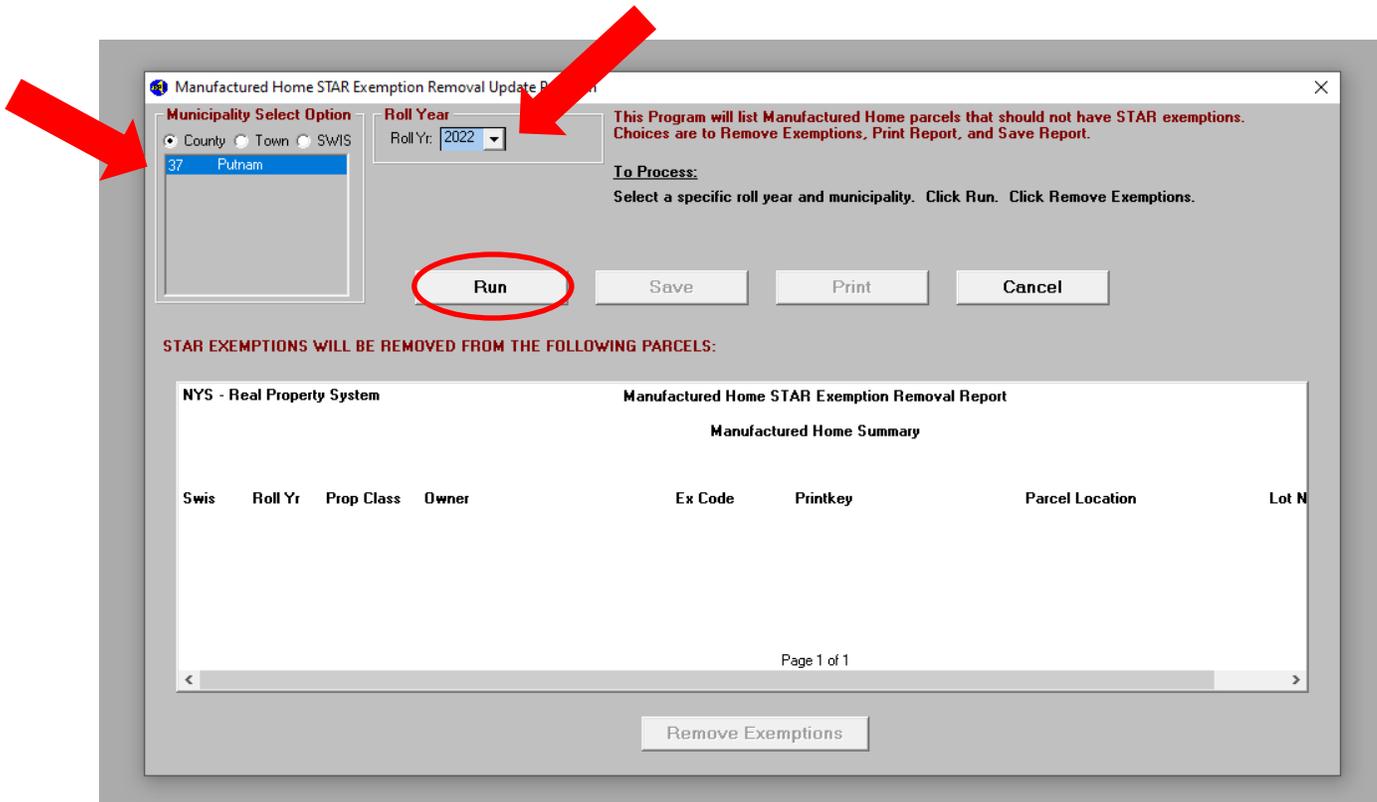
5. Select *Upd Pgms*.



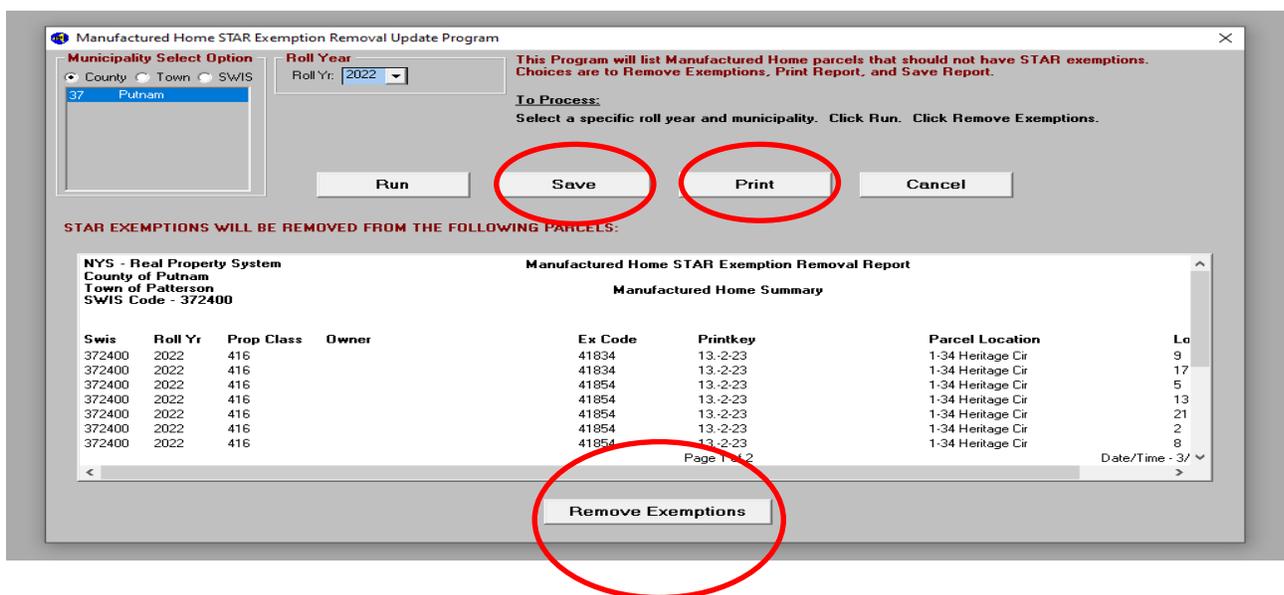
6. In the drop-down menu, scroll down to and click on *Manufactured Home Star Exemption Removal*, then select OK.



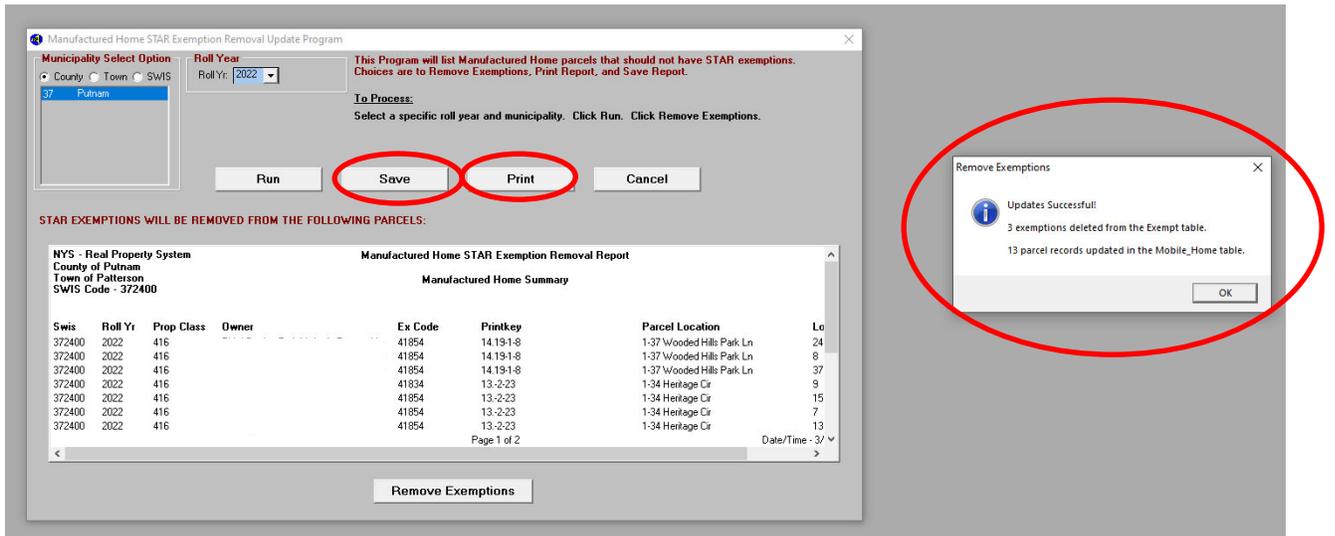
7. Select your *Municipality* and appropriate *Roll Year*, then select *Run*.



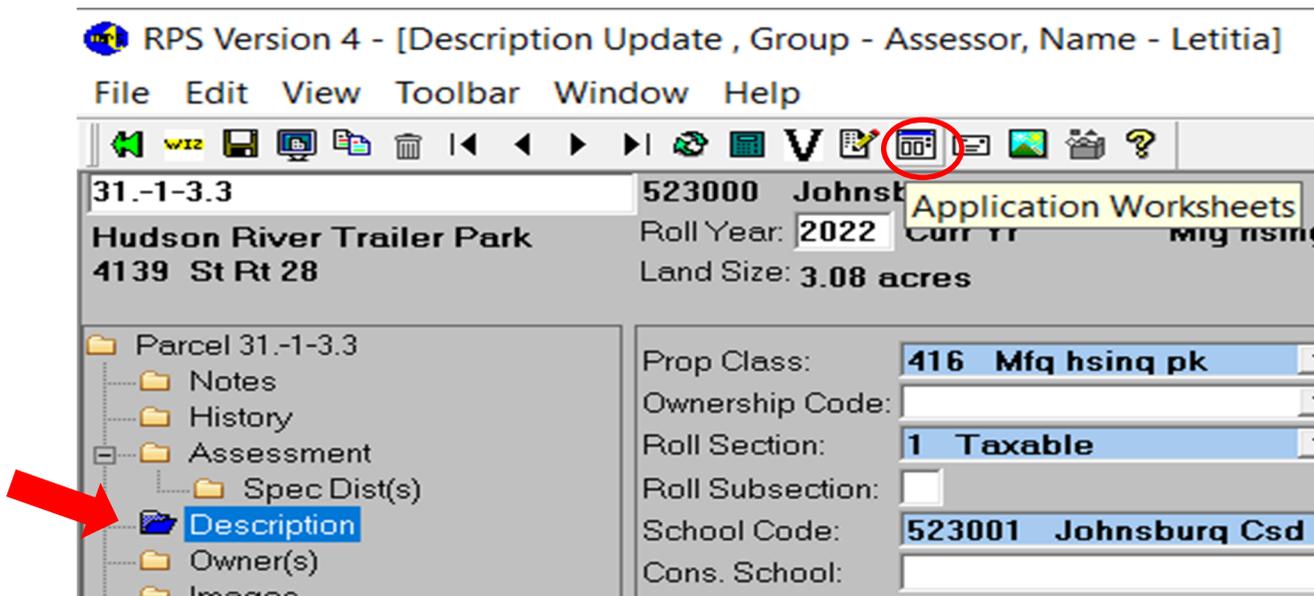
8. A list of parcels will appear. These are the parcels that the utility will remove the exemption from. Review the list and select *Save* or *Print* as desired (save or print is not required for the utility to execute, these options are for your convenience), then select *Remove Exemptions*.



- A list of parcels will show where the exemption was removed and a confirmation message will appear. Select *Save* or *Print* as desired.



Note: When the exemptions are removed, you must select the *Description* folder then the *Application Worksheets* button to access the Manufactured Home Worksheet.



Optional: The *Manufactured Home Star Exemption Report* is provided for your information only. It lists parcels that appear to be separately assessed. No action is necessary for these parcels. To run the report:

- repeat steps 5-8, and
- select *Manufactured Home Star Exemption Report* in step 6.

Manufactured Home STAR Exemption Report Update Program

Municipality Select Option
 County Town SWIS
 13 Dutchess

Roll Year
 Roll Yr: 2022

This Program will list Manufactured Home parcels with STAR exemptions, where the parcels appear to be separately assessed. Choices are to Print Report and Save Report.

To Process:
 Select a specific roll year and municipality. Click Run.

Run Save Print Cancel

THE FOLLOWING PARCELS HAVE STAR EXEMPTIONS. THESE PARCELS APPEAR TO BE SEPARATELY ASSESSED. CHECK THE PARCELS FOR ACCURACY. IF THEY ARE INCORRECT, REMOVE THEM MANUALLY:

NYS - Real Property System County of Dutchess Town of Hyde Park SWIS Code - 133200				Manufactured Home STAR Exemption Report Manufactured Home Summary		
Swis	Roll Yr	Prop Class	Owner	Ex Code	Printkey	Parcel Location
133200	2022	270	Blue Jay MHP LLC	41854	6165-04-563338-0006	2-22 Blue Jay Ln
135689	2022	270	Wappingers Falls Mobile Home	41854	6158-02-700710-0023	Mobile Home

Page 1 of 1 Date/Time - 3/7/2