

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.

41 Ⅰ 🖳 🖳 🛍 🔒 । 4 - 4 → 103.1-1-37	
Strawberry Acres Realty Inc 116 New Rd	Roll Year: 2022 Curr Yr Mfg hsing pk Land AV: 208,500 Land Size: 2,50 acres Total AV: 336,000
Parcel 103.1-1-37 History Assessment Assessment Description Owner(s) Distriction Comer(s) Distriction	Prop Class: 116 Mfq hsinq pk Omenship Code Roll Section: School Code: S13601 MARLBORO CEN → Cons School 513693 Marlboro Free Lib → Allocetion Factor 0000 Appreisel No: Appreisel No: Appreisel No: Appreisel No: High High Arboro Free Lib → Code
	Total 12 Roll Years: Roll Yi Prop Class Roll Section Owner Code 2022 Mig hsing pk Taxable
	2021 Mfg hsing pk Taxable

The worksheet selection window will open.

2. Choose Mobile Home Worksheet and select OK.



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

RPS Ver	rsion 4					
103.1-1 Strawb 116 Ne	HEET and AV: fotal AV: lasic STAR Limit inhanced STAR Limit;	Page 1 of 2 208,500 336,000 27,660 65,190				
Pad/ Lot	Unit Address	Owner's Last Name	Owner's Own First Name Occ	Own STAF Ex IVP	} Model Name	SIZI Width ∣
8 11	Parking Lot#8 Parking Lot#11	Last Last	First Yes First Yes	No No No		0
			Total AV of Mobile Total Basic STAR (Homes 4185x)	20,000 20,000	
			Total Enhanced ST.	AR (4183x)	0	
•						Þ
	Add Record	Labels	Print		Cancel	Close

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

RPS Version 4						
MANUFACTURED HOME PARK INVENTORY SHEET 95.4-3-34 513600 Mariboro Land AV: Schaller, John J Roll Year 2022 Total AV: 117 Juliella Land Size Basic STAR Limit: Enhanced STAR Limit Enhanced STAR Limit: Enhanced STAR Limit:						Page 1 of 2 152,000 340,000 27,660 65,190
Pad/ Lot Unit Address	Owner's Last Name	Owner's First Name	Own Occ	Own ST Ex IVF	AR Model Name	SIZI Width
Add Becord	t Labels	Print			Cancel	Close

3. To edit an existing record, double click that record.

103.1-	MANUFACTURED HOME PARK INVENTORY SHEET 103.1-1-37 513600 Mariboro Land AV: 1000000000000000000000000000000000000								
Strawberry Acres Realty Inc 116 New			Roll Year 2022 Tot Land Size Bas				tal AV: isic STAR Limit: ihanced STAR Limit:	336,000 27,660 65,190	
		Double Click on	Record to Modi	fy or E	Delete				
Pad/ Lot	Unit Address	Owner's Last Name	Owner's First Name	Own Occ	0wn Ex	STAR IVP	Model Name	S Width	
	Parking Lot #8	Last	First	Yes	No	No			
11	Parking Lot #11	Last	First	Yes	No	No			
			Total AV of M	lobile I	lomes	3	20,000		
			Total Basic S	TAR (4185x)		20,000		
			Total Enhanc	ed ST/	AR (41	83x)	0		
•									

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

Mid neind ny	Lang	ол. 208 вш						
RPS Version 4								
		MANUF	ACTURED	HOME P	ARK INVE	ENTORY SHEET		Page 1 of 2
103.1-1-37			513	600 M	arlboro	Land AV	2	208,500
Strawberry Ac	res Realty Inc		Roll	Year 20	022	Total AV	ŀ,	336,000
116 New			Lan	d Size		Basic ST	FAR Limit:	27.660
						Enhance	ed STAR Limit	65,190
Pad/Lot:	8		Width:		-	Condition:		-
Unit Address:	Parking Lot #8		Length:			STAR Type:	BBa	sic 💌
Own Occ:			Year Built:			Total Assessed	Value: 10,00	10
Model Name:		_	Grade:		•	Exempt Amount	10,00	10
Owner Eligible	e Separately A	ssessed Exer	nption: 🗆	Owner E	ligible for	STAR Income V	erification:	
	Owner Mai	ling Informatic	on					
Last Name/C	Company:	First Name		Initial	Suffix	Primary Res	idence Y/N	
Last		First				Y=Yes	▼	
Additional O	wners							
							•	
							•	
							•	
Attention To	In Care Of:		Additiona	Addres	s:			1
Street No:	Prefix Dir: Str	eet/RuralRout	te:	St S	uffix: Po	st Dir: Unit Name	e: Unit No:	
116	▼ Ne	W		Rd	-	- ·	- 8	
P.O. Box No:	City/Town:		State: Zip	o Code:	Cour	try enter if not "U	SA" Bar Co	d:
	Milton		NY 💌 12	547-				
	Add Record	Save De	elete Pri	nt	Back		Cancel	Close
-		$\widehat{\mathbf{h}}$						$\widehat{\mathbf{A}}$
		-						-

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

RPS Ve	ersion 4							
103.1- Straw 116 N	1-37 berry Acres Realty I e w	MANUFAC	TURED HOME PA 513600 Mar Roll Year 202 Land Size	RK INV Iboro 2	/ENT	ORY SH La To Ba En	IEET nd AV: tal AV: tsic STAR Limit hanced STAR Limit	Page 1 of 2 208,500 336,000 27,660 65,190
Pad/ Lot	Unit Address	Owner's Last Name	Owner's First Name	Own Occ	Own Ex	STAR	Model Name	SIZ Width
8	Parking Lot #8	Last	First	Yes	No	No		0
11	Parking Lot #11	Last	First	Yes	No	No		0
								Þ
	Add Re	cord Labels	Print				Cancel	Close

6. Enter the appropriate data on the worksheet.

Life hoine pla Land AVA 900 E00			
RPS Version 4			
MANUF	ACTURED HOME PARK INVE	NTORY 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: 0	
Model Name:	Grade:	Exempt Amount: 0	
Owner Eligible Separately Assessed Exem	nption: 🗌 Owner Eligible for	STAR Income Verification:	_
Owner Mailing Informatio	n		
Last Name/Company: First Name	Initial Suffix	Primary Residence Y/N	
		•	
Additional Owners			
		•	
		•	
		T	
Attention To/In Care Of:	Additional Address:		
Street No: Prefix Dir: Street/RuralRout	e: St Suffix: Pos	st Dir: Unit Name: Unit No:	
	_	• •	
P.O. Box No: City/Town:	State: Zip Code: Count	try enter if not "USA" Bar Co	l:
	▼ -		
Add Record Save De	elete Print Back	Cancel	Close

RPS Version 4					
	ма	NUFACTURED HOME		ENTORY SHEET	Page 1 of 2
103.1-1-37		513600	Marlboro	Land AV:	208,500
Strawberry Ad	cres Realty Inc	Roll Year	2022	Total AV:	336,000
116 New		Land Size		Basic STAR L	imit: 27,660
				Enhanced ST/	AR Limit: 65,190
Pad/Lot:	12	Width:		Condition:	•
Unit Address:	Parking Lot #12	Length:	_	STAR Type:	•
Own Occ:		Year Built:		Total Assessed Value	e: 0
Model Name:		Grade:	•	Exempt Amount:	0
Owner Eligible	e Separately Assessed E	xemption: 🗌 Owner	Eligible for	STAR Income Verific	ation: 🗆
	Owner Mailing Inform	ation	-		
Last Name/0	Company: First Na	ne Initial	Suffix	Primary Residence	e Y/N
Last	First				
Additional O	wners				
				•	
				•	
				•	J
Attention To,	/In Care Of:	Additional Addr	ess:		
Street No:	Prefix Dir: Street/RuralF	toute: St	Suffix: Po	st Dir: Unit Name: Un	it No:
116	New	JRC .			_
P.O. Box No:	City/Town:	State: Zip Code	Coun	try enter if not "USA"	Bar Cd:
	Milont	NY 12547			
	Add Record Save	Delete Print	Back	Cano	el Close
	A				

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