

## **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.

Grou	in Name		User Name	Password	I SWIS	View	ring F	lights NYR	врт	VAL	GIS Grp Name	
Admi	inistrator				37						DEFAULT -	
clerk	(\$		1		37		•	•	•	•	DEFAULT -	
Inqu	iry	<b></b>			37		•	•	•	•	DEFAULT -	
		22.	1	-	37		•	•		•	DEFAULT -	
۰dd Gr	oup	Delete Grou	2			A	.dd Us	er		Deleti	e User Admin/Upd	late
۱dd Gr	oup	Delete Group Save	oCar	cel	Print	A	.dd Us Close	er	]]	Deleti	e User Admin/Upd User Name "RED" Hay	late is in e No

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

JSEB: amanda SWI	S: 37		
	PYR	CYR	NYR
Batch File Maintenance			<b>V</b>
Business Investment Exemption			
hange Next Year File to Current Ye	ar File 🗹		<b>~</b>
Iome Improvement Exemption			<b>~</b>
ledevelopment of Inhibited Proper	y Exemption 🛛		
EED Exemption Update			
Ianufactured Home STAR Exempt	on Removal 🛛		
lanufactured Home STAR Exempt	on Report 🛛 📃 🦰		
lext Year Processing	N		
Recalculate Exempts/Taxables	M		<b>N</b>
Remove Roll Years	v I	,♥ 	
Residential Investment Exemption			<b>N</b>
RPS190 Calculate Uniform %	<b>™</b>	<b>₩</b>	<b>▼</b>
RPS340 Calculate S458A/B Vet Exe NDC349/343 Chamma in Lawal For	mpts M	<b>▼</b>	<b>N</b>
(PS342/343 Change in Level Ex	<u>.</u>	<b>₽</b>	1
2PS349 STAR Examplion Undeta	<u>,</u>	- -	<b>N</b>
PS380 Undate Utility	V	<b>V</b>	<b>V</b>
RS460 Field Reviewed Value Ger	erator 🔽	<b>v</b>	<b>v</b>
RPS485 Initialize Site Values			
RPS915 Set Village Flags			<b>~</b>
Sr. Cit. and Low Inc. Dis. Exempt			~
Super Storm Sandy Exemption			
STAR Management			
PS215 Final Assessors Report		N	V
PS035 Sales Transmittal with Extra	act 🔽		
aeneral File Maintenance			V
	Add Del	Add Del	Add Del
-location & definition			
aluation Maintenance	<b>₩</b>	<b>⊻</b>	
iIS Maintenance nage Update	<b> </b> ✓	× ×	<b>I</b> ⊻
	ALL	ALL	ALL
ot Bur, amanda	NONE	NONE	NONE

## 5. Select Upd Pgms.



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

ack Security Gps Fld Security Val Se	curity Ref Tables User Defined Upd Pgms GIS Setup Help	
	Program Selection     ?	$\times$
	<ol> <li>Confirm that no users are connected to the data</li> <li>Backup the database.</li> <li>Select an Update Program:</li> </ol>	abase.
		•
	Manufactured Home STAR Exemption Removal Manufactured Home STAB Exemption Report	•
_	Manufactured Home STAR Exemption Removal Manufactured Home STAR Exemption Report Next year processing	• ^
	Manufactured Home STAR Exemption Removal Manufactured Home STAR Exemption Report Next year processing Recalculate Exempts/Taxables Remove Roll Years	• ^

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

Municipality Select Option - Roll Year County © Town © SW/S 37 Putnam	This Program will list Manufactured Hom Choices are to Remove Exemptions, Prin <u>To Process:</u> Select a specific roll year and municipali	e parcels that should not have STAR exemption t Report, and Save Report. ty. Click Run. Click Remove Exemptions.	S.
STAR EXEMPTIONS WILL BE REMOVED FROM THE	Save Print FOLLOWING PARCELS:	Cancel	
NYS - Real Property System	Manufactured Home STAR Exemption f	Removal Report ary	
Swis Roll Yr Prop Class Owner	Ex Code Printkey	Parcel Location	Lot
Swis Roll Yr Prop Class Owner	Ex Code Printkey Page 1 of 1	Parcel Location	Lot

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*.

County 37 Pu	it <b>y Select Opt</b> O Town O S <sup>1</sup> Inam	wis Roll	IYear IYr: 2022 ▼	This Program will list Choices are to Remo To Process:	Manufactured Home pa ve Exemptions, Print Re	rcels that should not have STAR exemp port, and Save Report.	otions.
				Select a specific roll	year and municipality.	Click Run. Click Remove Exemptions.	
STAR EXE NYS - F County Town o	MPTIONS W teal Property of Putnam f Patterson	ILL BE REM System	Run	Save OLLOWING PARCELS: Manufactured Home Manufa	Print STAR Exemption Remo ctured Home Summary	Cancel	^
SWIS C	ode - 372400	1	_				
				Ly Lode			
Swis	Roll Yr I	Prop Class	Ownei	LA CODE		Parcel Location	La
Swis 372400	Roll Yr 1 2022 4 2023	Prop Class 416 410	owner	41834 41924	132-23	1-34 Heritage Cir	9
Swis 372400 372400 272400	Roll Yr 1 2022 4 2022 4 2022 4	Prop Class 416 416	Uwner	41834 41834 41854	132-23 132-23 132-23	Parcel Location 1-34 Heritage Cir 1-34 Heritage Cir	9 17
Swis 372400 372400 372400 372400	Roll Yr   2022 4 2022 4 2022 4 2022 4	Prop Class 416 416 416 416	Uwnei	41834 41834 41854 41854 41854	132-23 132-23 132-23 132-23	Parcel Location 1-34 Heritage Cir 1-34 Heritage Cir 1-34 Heritage Cir 1-34 Heritage Cir	9 17 5
Swis 372400 372400 372400 372400 372400 372400	Roll Yr   2022 - 2022 - 2022 - 2022 - 2022 - 2022 -	Prop Class 416 416 416 416 416	Gwnei	41834 41834 41854 41854 41854	132-23 132-23 132-23 132-23 132-23	Farcel Location 1-34 Heritage Cir 1-34 Heritage Cir 1-34 Heritage Cir 1-34 Heritage Cir 1-34 Heritage Cir	9 17 5 13 21
Swis 372400 372400 372400 372400 372400 372400	Roll Yr   2022 4 2022 4 2022 4 2022 4 2022 4 2022 4 2022 4 2022 4	Prop Class 416 416 416 416 416 416 416	Uwnei	41834 41834 41854 41854 41854 41854	132-23 132-23 132-23 132-23 132-23 132-23 132-23	1-34 Heritage Cir 1-34 Heritage Cir 1-34 Heritage Cir 1-34 Heritage Cir 1-34 Heritage Cir 1-34 Heritage Cir 1-34 Heritage Cir	9 17 5 13 21 2
Swis 372400 372400 372400 372400 372400 372400 372400 372400	Boll Yr         I           2022         4           2022         4           2022         4           2022         4           2022         4           2022         4           2022         4           2022         4           2022         4           2022         4           2022         4           2022         4           2022         4	Prop Class 416 416 416 416 416 416 416 416	Uwnei	41834 41834 41854 41854 41854 41854 41854 41854	132-23 132-23 132-23 132-23 132-23 132-23 132-23 132-23	Parcel Location 1-34 Heritage Cir 1-34 Heritage Cir 1-34 Heritage Cir 1-34 Heritage Cir 1-34 Heritage Cir 1-34 Heritage Cir 1-34 Heritage Cir	9 17 5 13 21 2 8
Swis 372400 372400 372400 372400 372400 372400 372400 372400	Boll Yr         I           2022         4           2022         4           2022         4           2022         4           2022         4           2022         4           2022         4           2022         4           2022         4           2022         4           2022         4           2022         4           2022         4           2022         4           2022         4	Prop Class 416 416 416 416 416 416 416 416	Uwnei	41834 41834 41854 41854 41854 41854 41854 41854	132-23 132-23 132-23 132-23 132-23 132-23 132-23 132-23 132-23 Page 10.12	Parcel Location 1-34 Heritage Cir 1-34 Heritage Cir 1-34 Heritage Cir 1-34 Heritage Cir 1-34 Heritage Cir 1-34 Heritage Cir 1-34 Heritage Cir	20 9 17 5 13 21 2 8 0ate/Time - 3/ ❤
Swis 372400 372400 372400 372400 372400 372400 372400 372400	Boll Yr         I           2022         4           2022         4           2022         4           2022         4           2022         4           2022         4           2022         4           2022         4           2022         4           2022         4           2022         4           2022         4           2022         4           2022         4	Prop Class 416 416 416 416 416 416 416 416	UWHEI	41834 41834 41854 41854 41854 41854 41854 41854	13.223 13.223 13.223 13.223 13.223 13.223 13.223 13.223 13.223 Page 112	Parcel Location 1-34 Heritage Cir 1-34 Heritage Cir 1-34 Heritage Cir 1-34 Heritage Cir 1-34 Heritage Cir 1-34 Heritage Cir 1-34 Heritage Cir	9 17 5 13 21 2 8 0ate/Time - 3/ ~
Swis 372400 372400 372400 372400 372400 372400 372400 372400	Boll Yr         1           2022         4           2022         4           2022         4           2022         4           2022         4           2022         4           2022         4           2022         4           2022         4           2022         4           2022         4	Prop Class 416 416 416 416 416 416 416 416		41834 41834 41854 41854 41854 41854 41854 41854 41854 41854	r Jinkey 13223 13223 13223 13223 13223 13223 13223 13223 Page 12 Page 12	Farcel Location 1-34 Heritage Cir 1-34 Heritage Cir 1-34 Heritage Cir 1-34 Heritage Cir 1-34 Heritage Cir 1-34 Heritage Cir 1-34 Heritage Cir	0 9 17 5 13 21 2 8 0ate/Time - 3/ ✓ >

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

AR EXEMPTION	S WILL BE REMO	Run VED FROM THE FOLLOWI	Save	Print	Cancel		Remov	e Exemptions X Updates Successfull 3 exemptions defeted from the Exempt table.
NYS - Real Prope County of Putnar	erty System		Manufactured Hom	ie STAR Exemption Removal	Report	^		13 parcel records updated in the Mobile_Home table.
Town of Patterso SWIS Code - 372	n 400		Manuf	actured Home Summary				ОК
Swis Roll Yr	Prop Class	Owner	Ex Code	Printkey	Parcel Location	Lo		
372400 2022	416		41854	14.19-1-8	1-37 Wooded Hills Park Ln	24		
372400 2022	416		41854	14.19-1-8	1-37 Wooded Hills Park Ln	8		
372400 2022	416		41854	14.13-1-6	1-37 Wooded Hills Park Ln 1-24 Heritage Cir	3/		
372400 2022	410		41854	13.2.23	1.34 Heritage Cir	3		
372400 2022	416		41854	13-2-23	1-34 Heritage Cir	7		
372400 2022	416		41854	13-2-23	1-34 Heritage Cir	13		
				Page 1 of 2		Date/Time - 3/ V		
<								

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

🚯 RPS Version 4 - [Description	on U	Update , Group - Assessor, Name - Letit						Letitia]
File Edit View Toolbar V	Nine	dow	Hel	р				
🛛 📢 👓 🖬 💽 🖺 💼 14 🖪	►	<b>)</b> 🔊		V 🛛		2 🔀	🗑 💡	
311-3.3		5230	000	Johns	App	licat	ion Wo	orksheets
Hudson River Trailer Park		Roll	Year	: 2022	Curr	тг		Mig rising
4139 St Rt 28		Land	Size	e: 3.08	acres			
Parcel 311-3.3		Prop	Clas	ss:	416	Mfc	l hsinq	pk _
		Owne	ərshi	p Code	e: 🗌			
		Roll	Sect	ion:	1 T	axal	ble	
Spec Dist(s)		Boll	Subs	section:				
Description		Scho	nol C	ode:	5230	101	Johns	hura Csd
Owner(s)		Cons	: Sd	hool:			U.S.MIO	

**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.

۲	Manufactured Home STAR Exemption Report Update Program											
• •	Municipality Select Option       Roll Year         O County       Town       SWIS         13       Dutchess    To Process: Select a specific roll year and municipality. Click Run.											
				Run	Save	Print	Cancel					
T	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     Manufactured Home STAR Exemption Report       County of Dutchess     Town of Hyde Park       Town of Hyde Park     Manufactured Home Summary       SWIS Code - 133200     Swith State Stat											
	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					
	133683	2022	270	wappingers rails mobile home	41854	6138-02-700710-0023	моріїє ноте					
	<					Page 1 of 1	Date	*/Time - 3/7/2				