Contents

[Weekly Changes May 20,2024 1](#_Toc167093018)

[Email Reports 1](#_Toc167093019)

[Residential Units 1](#_Toc167093020)

[Personal Property 2](#_Toc167093021)

[Finding/Ordering Owners Name Appraisal Files 4](#_Toc167093022)

[Calculate Personal Property Penalty 5](#_Toc167093023)

[MH Transfers 5](#_Toc167093024)

[Reports 6](#_Toc167093025)

[975 Editable form 6](#_Toc167093026)

[974 6](#_Toc167093027)

[Correction Letter 6](#_Toc167093028)

# Weekly Changes May 20,2024

## Email Reports

* The user can respond to the email. This will be sent to whoever sent the message.
* There is the ability to send emails to the user who sent the e-mail. This is done in the county information table and affects everyone.

A screenshot of a computer

Description automatically generated

## Residential Units

* In the residential file the residential units field has been added back. This was in the Marshall & Swift version of LandMark but was taken out in the NBC version. This can be tracked but will effect multi-family, duplexes, and townhomes (types 2-5). In the case of multifamily the modifier was used to determine the total number of units and in the case of duplex and townhomes the 2 or 3 units and 4 to 9 units cost tables were being used respectively. The residential units will allow to more accurately represent which column of the cost table to use.
* An example of this would be a duplex on a single card where the owner has both halves (sample screen shots below) of the duplex. In the example below the area of 2,400 SQFT would be used. With the update if 2 residential units are used then 1,200 SQFT would be used effectively increasing the SQFT cost. Currently you may have this as two cards with each being 1,200 SQFT. In this case no change would be seen. In the case of baths, fixtures, rooms, etc the total for both units would be used.
* A similar situation could occur with townhomes. In the case of multi-family residents the modifier would take the user to the correct cost table. With the residential units the average SQFT can be calculated.
* The information can be entered now. The change will take effect when the 2024 cost table is released. This will affect any cost table that you are using. If the residential units are left blank, then the value of 1 will be used.
* There are counties that have information in the residential units. Individual e-mails will be sent with accounts that have this information.

[2023-national-building-cost-manual-ebook.pdf (manula.com)](https://cdn.manula.com/user/14836/docs/2023-national-building-cost-manual-ebook.pdf) – page 20 discusses multi-family residences.

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A diagram of a slab

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## Personal Property

* Personal property schedule items can be sorted differently for each account. By defaul this will be appid, year aquired, and item code. This is how this is processed now.

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Description automatically generated

* In the county information table there is the ability to change the system default sort.

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* Edit the record. Select the button in front of the field. You will get the field selection box. Select the fields in the order you want the items to sort. After changing you will need to recalculate the personal property file for the sort to be applied to all records.

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* In order to do an individual sorting of the schedule items select Ofer Schedule Item Sort – Set Sort Order. If you want to reset the sort to the system default, select Reset Sort Order.

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Description automatically generated

You will get the sort box. Once you select ok the table will sort and the sort indicator in the upper right will update.

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## Finding/Ordering Owners Name Appraisal Files

* In the residential, commercial, and personal property file there is an option to find the owner’s name within the file.
  + After finding the file will be keyed by pOwnersName (personal file), rOwnersName (residential), and cOwnersName (Commercial)



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A screenshot of a computer error

Description automatically generated

* There is an option to Order by Owners Name in each of the appraisal files.

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## Calculate Personal Property Penalty

* When Applying penalty after April 15th the date was defaulting to the 16th where if the filing date was the 16th and the incorrect penalty percent was entered it would not correct. This will now be the 15th. An FYI: If applying for 3/15 and 4/15 process the applying of personal property for 3/15 and then 4/15.

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## MH Transfers

* When applying a transfer there will be a check on what the advance year will be based on the calendar year. If the last record applied is not that year you will be informed of this, and the advanced year will be changed.

A screenshot of a computer error

Description automatically generated

* You can still change the advance year and apply.

A screenshot of a computer screen

Description automatically generated

* If you change the advance year to a year different than the calendar year and select apply you will be asked if you want to continue.

A screenshot of a computer

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## Reports

### 975 Editable form

* The revision date has been updated.

### 974

* The signature section has been separated by being blocked in and a signature image added.

A close-up of a form

Description automatically generated

### Correction Letter

* The name on the correction letter will be the corrected name at the time the correction was done. Prior if the name on the name record is changed this would change the reprint of the letter.