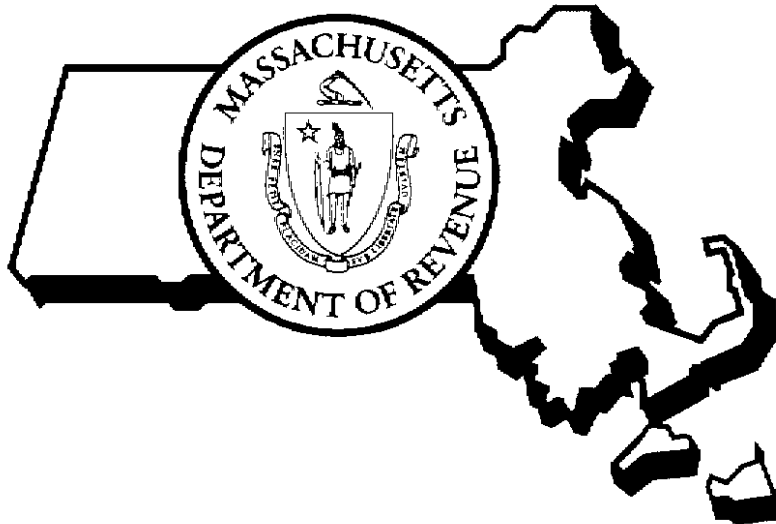# Massachusetts Department of Revenue

Division of Local Services

TABLE MAINTENANCE –
WORKING WITH LAND, COST,
EFFECTIVE AGE AND DEPRECIATION TABLES
RPIS VERSION 3

1/31/2002

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Table Maintenance I

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Introduction

RPIS Version 3 included a number of user-friendly utilities for maintaining the tables used by the valuation programs to produce values. Importing, copying, printing, creating and editing functions are all part of the Table Maintenance system. All table utilities are run using the Utilities menu of DMT (Data Management.) The RPIS Table Maintenance utilities include:

- Interactive windows and dialog boxes - this user-friendly environment allows editing of table elements without adding unwanted spaces or blank lines.
- Support for multiple tables – multiple copies of each table type can exist in order to tie tables to a specific fiscal year. For example, new values can be assigned to a land table in a certification year for testing, while preserving the old land values for running valuation.
- Style factor table – a new table can be created to apply factors based on residential building style.
- Effective Age table – another new table can be created to apply effective age values to the database based on actual year built.

All of these features are covered in this user guide. The Income and Condo tables are not covered in this guide; they will be covered separately in Table Maintenance II.

Update Marshall & Swift cost tables are available annually to all dues-paying consortium communities. These tables may be imported using the Import Tables utility described in this document. Land and Depreciation tables are not included in this distribution; each community should customize the copies installed with the system to its own specifications.

Cost Table Utilities

The term "cost table" refers to the combined residence, depreciation and detached structure tables. In Version 1, these tables were separate entities; starting with Version 2 they were combined into one master Cost table. More than one Cost Table can be stored in the system; the Cost Valuation system will look in the Cost Options to determine which table to use to produce values.

Accessing the Cost Table Utilities

All cost table are located in the Utilities menu. On the DMT Utilities menu bar, click Utilities > Cost/Land Tables > Cost Tables. The Cost Tables menu will appear.
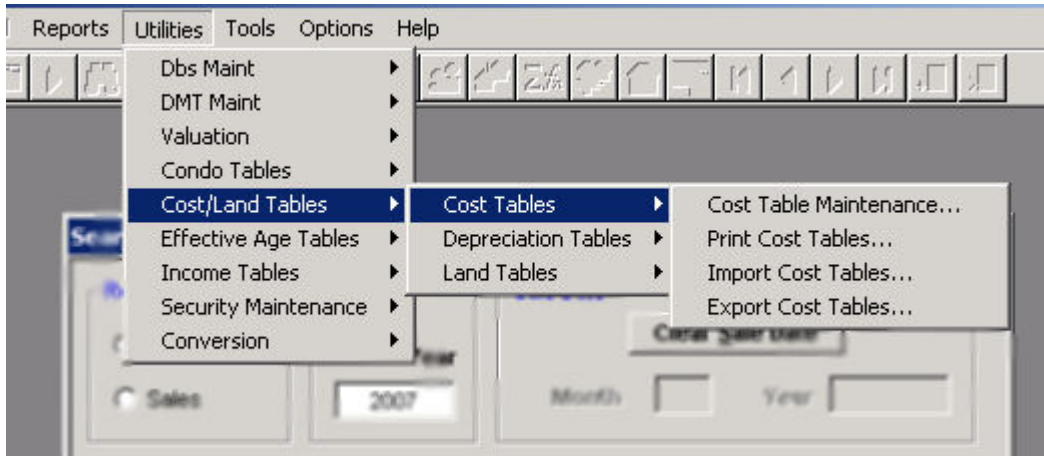
Figure 1 – Accessing the Cost Table utilities

Printing Cost Tables

Select Print Cost Tables to print detailed information from the residential, detached structure and depreciation tables.
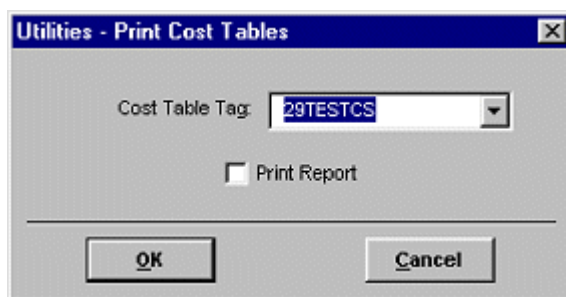
Figure 2 – the Print Cost Tables dialog box

Select the desired table name from the pull-down list. You may print or view the tables:
- To send the report to the printer, check the "Print Report" box and click the OK button.
- To view the report on screen, leave the box unchecked; you may then print the report from the viewer screen if you wish.

NOTE: This is a very lengthy report (approximately 63 11" x 8.5" pages for the standard tables.)

Importing Cost Tables

This option converts the standard Marshall and Swift tables from an ASCII distribution format into the new Oracle table format. Sigma receives table information from Marshall and Swift annually; they convert the data into Microsoft Excel CSV (comma delimited ASCII) format and send the converted data to DOR. Diskettes containing the CSV files are then distributed by DOR to all CSC communities whose accounts are in good standing.

Before using the import utility, copy the files from the diskette into the Sigma\Data folder (instructions are included with the diskette.)

Access the Import utility as described above (see Figure 1.)
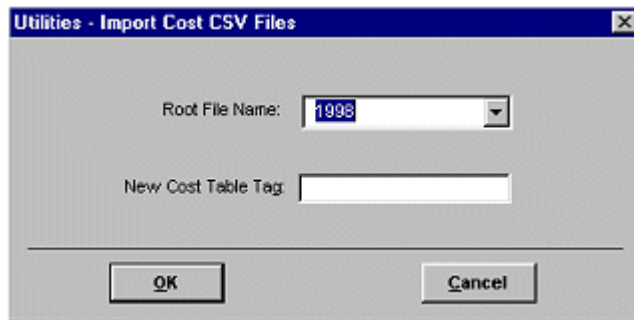
Figure 3 – the Import utility dialog box

1. Select the appropriate fiscal year from the pull-down menu.
2. Enter a file name for the new cost table.
3. Click the OK button to run the import, or click Cancel to exit without importing tables.

Exporting Cost Tables

Cost tables in Oracle format can be exported to Microsoft Excel CSV format. These files can then be imported on another RPIS Version 3 system or can be imported to any application with the ability to read CSV files.

Access the Export utility as described above (see Figure 1.)
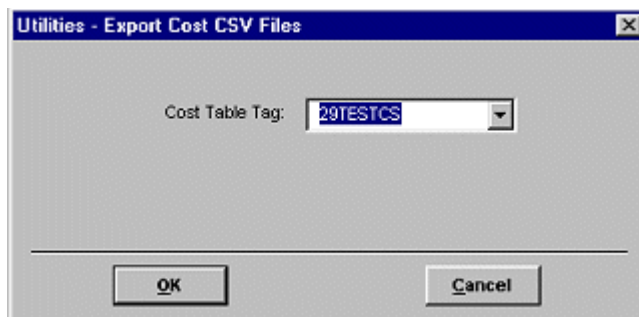
Figure 4 – the Export Cost CSV Files dialog box

- Select a Cost table to export from the pull-down list.
- Click the OK button to run the export, or click Cancel to exit without exporting tables.

The export file will have the same name as the original file but will have a .CSV extension.

Cost Table Maintenance

The Cost Table Maintenance utility is used to do the following tasks:

- Creating new tables
- Copying an existing table to a new name
- Viewing tables in "read-only" mode
- Deleting tables
- Modifying tables

To access the Cost table Maintenance utility, follow the steps above (see Figure 1.)
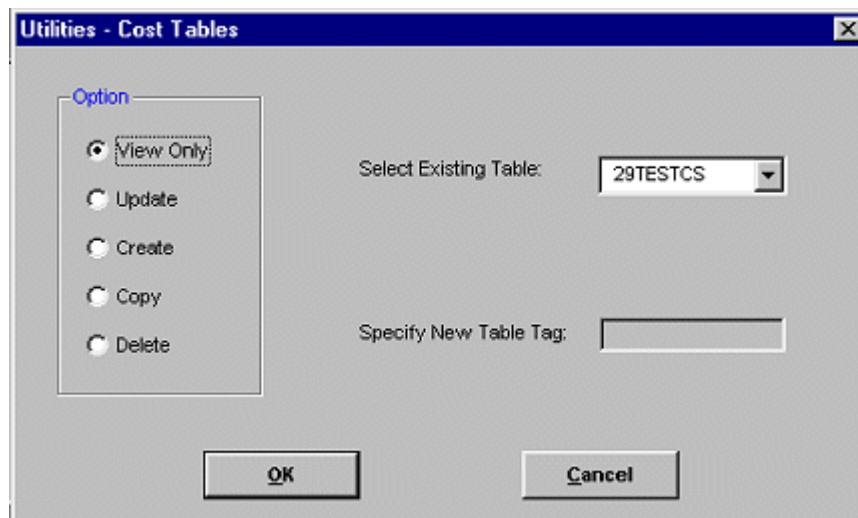
Figure 5 – the Cost Table Maintenance main dialog box

Select an Option
At the left of the dialog box is a section labeled Option. Click the radio button to the left of the option you wish to select:

View Only: use this option to view an existing table in Display (read only) mode .
Update: use this option to modify an existing table.
Create: use this option to create a brand new table.
Copy: use this option to create a copy of an existing table.
Delete: use this option to delete an existing table.

These options are explained in detail below.

View Only – viewing a cost table
To view an existing cost table in Display mode:
1. click the radio button to select the Display option
2. select a table name from the pull-down list
3. click OK.

The selected cost table will be displayed; the notation "DISPLAY ONLY MODE" will appear in red letters at the top right of the screen.

Figure 6 – Displaying a Cost Table

The description table is displayed in order of "Bldg Type": R – Residential first, then D – Detached Structure, then C – Commercial. The Table ID and/or Description columns describe the table's cost elements; use the scroll bar to move up and down the table.

To view an element's details, single-click the element to select it, then click the Details button (or simply double-click the element.) The Details window displays information about the cost element and describes how it is used by the Cost Valuation program.

Figure 7 – Cost Element Details

- Click the Rates button to see the rates associated with the element.
- To display the details of another table element, click the Find button and select another element from the pull-down list.

- Click the Cancel button to return to the main Description table display.
- To view the rates associated with a cost element without looking at the details, highlight the element by single-clicking its row, then click the Rates button.
- Click either the Cancel or OK buttons to return to the main Description table display.

Hint: to quickly locate a particular element, click the Details button, then use the Find button to select any element in the table. This is especially useful for selecting commercial cost elements that appear near the end of the table.

Notes:
- The Structure Code column is not used by Cost Valuation.
- An Adjustment Factor of 1.0 is assumed if the column is blank.
- The Depreciation Table ID column is not used by Cost Valuation.

Click the Exit button to leave the table display and return to the main Cost Tables dialog box.

Update a Cost Table

Existing cost tables can be modified by any user with the proper system permissions. Before updating an existing table it is ***strongly recommended*** that a copy be made (see the section "Copy a Cost Table" below for instructions.)

To update an existing cost table:
1. click the radio button to the left of the Update option
2. select a table name from the Select Existing Table pull-down list
3. click OK.

Changing rates:
To change the rates associated with a cost element, select an element and click the Rates button. The Update Rate Tables screen opens.

Utilities - Update Rate Tables

UPDATE MODE

Cost Table Tag: DLS2001   Table ID: ADD-WIDTH-08   Building Type: R

Match	Search	1	2	3	4	5	6	7
	20	32.10	33.14	34.24	46.81	49.19	55.11	60.60
	24	32.25	33.76	35.42	46.81	49.19	55.11	60.60
	28	32.24	34.07	36.12	46.82	49.20	55.10	60.59
	32	32.15	34.22	36.53	47.33	50.18	57.59	62.20
	36	32.00	34.24	36.76	47.61	50.75	58.55	63.23
	40	31.84	34.21	36.88	47.75	51.14	59.29	64.03
	44	31.66	34.13	36.92	47.79	51.34	59.74	64.52
	48	31.48	34.03	36.91	47.77	51.49	60.05	64.85
	52	31.31	33.92	36.87	47.71	51.52	60.23	65.05
	56	31.12	33.80	36.81	47.62	51.55	60.42	65.25
	60	30.95	33.66	36.73	47.51	51.50	60.42	65.25
	64	30.78	33.52	36.62	47.37	51.42	60.45	65.29

OK   Copy   Cancel

Figure 8 – updating rate tables

To add a row: press the Insert key. A blank row will be added at the bottom of the rate table. Enter values in the Search and rate columns using the existing entries as a guide. Use the mouse or the Tab key to move from column to column. When all values have been added, click the OK button. The entries will be processed and a completion message will appear – click OK to clear the message. The row will be placed in the proper sequence automatically.

Figure 9 – completion message after adding a row

To delete a row: select a row to delete by clicking the gray area to the left of the row, then press the Delete key.

Create a Cost Table

It is possible to create a brand new cost table, where all cost elements, descriptions, rates and factors are entered by the user. The functionality of the "Create" module is the same as found in the "Update" utility (see the previous section for details.) In reality, however, it is not practical to create brand new tables. The DOR CAMA System has always been based on Marshall and Swift tables and it would not be realistic to create new tables from another source. Contact your CAMA Advisor if you wish to consider creating new tables.

Copy a Cost Table

Copying a cost table creates a duplicate of an existing cost table under a newly assigned name. Use this option to create backup copies of your tables before making modifications.

To make a copy of an existing table:

1. Click the radio button to the left of Copy. The Specify New Table Tag box will change from gray to white, indicating that it is now active.
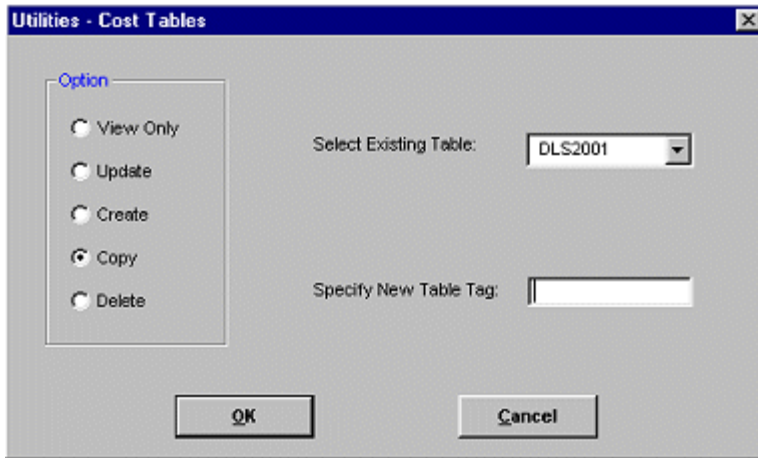
Figure 10 – copying a table to a new name

2. Select an existing table from the Select Existing Table pull-down list.
3. Enter a new table name (tag) <u>of no more than 8 characters</u> and click OK to create the copy.
4. When the completion message appears, click OK to clear the message.
5. The newly created table name will be added to the pull-down list; the list will be resorted to accommodate the new table name in alphabetical order.

Delete a Cost Table

To delete a cost table from the system:

1. Click the radio button to the left of Delete.
2. Select a table name from the Select Existing Table pull-down list.
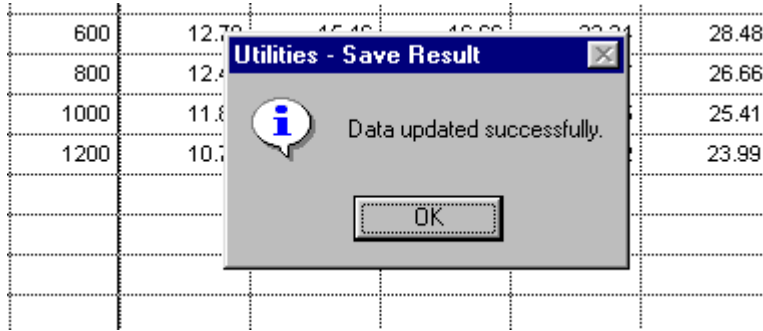3. Click OK. A box will appear asking you to confirm your intentions.
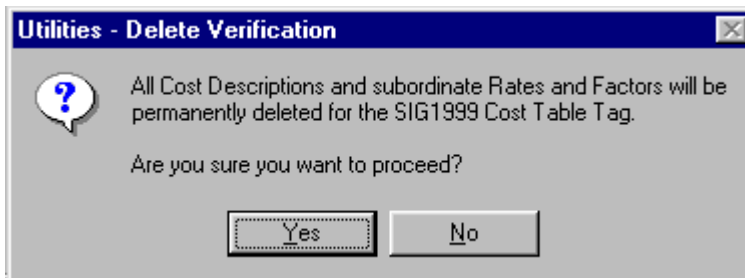
Figure 11 – Delete Table confirmation message

4. Click the Yes button to proceed with deleting the specified table, or click No to cancel the request. (**<u>caution</u>**: Yes is the default, so pressing the Enter key will delete the table.)

After the table has been deleted a completion message will appear.
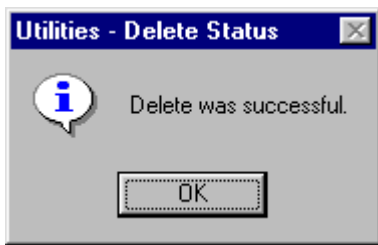
Figure 12 – completion message

5. Click OK to clear the message. The table name will have been removed from the Select Existing Table pull-down list.

New Feature – Style Factor:

It is now possible to assign cost factors for a particular building style. This makes it possible to factor building styles without having to batch a factor into the residence record.

Follow these steps to enter table factors for specific residential building styles:

1. Copy the cost table you wish to modify to another name using the instructions above ("Copying a Cost Table.") This will protect your existing table.
2. Select the table you wish to modify from the Select Existing Table pull-down list.
3. Click the Update radio button and click OK to update the cost table.
4. Scroll down the table to the table element labeled STYLE-FACTOR. Double click on the line to select it.

Figure 13 – the Style Factor element

The Cost Description Table window for the ID Style-Factor opens.
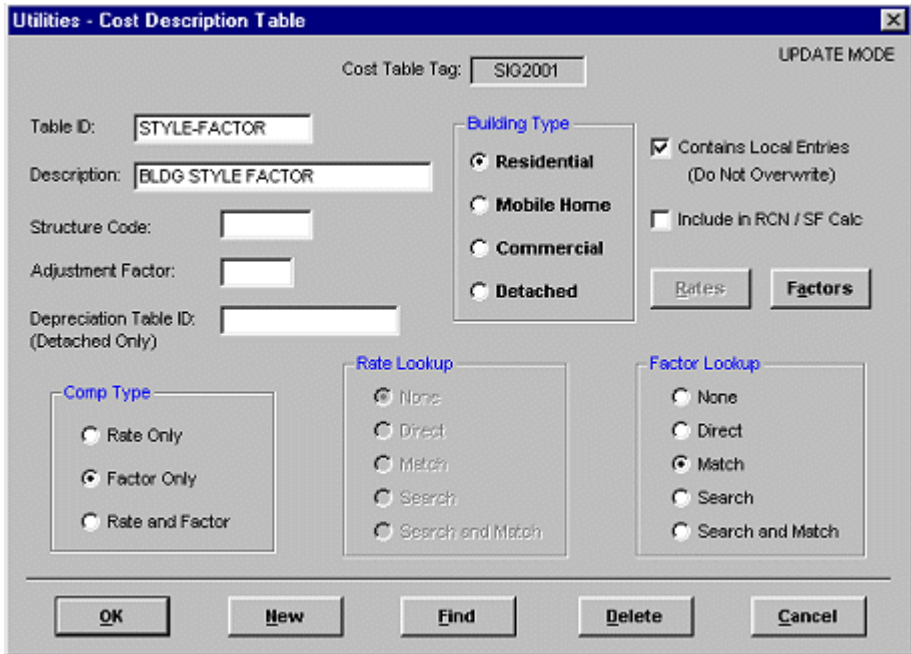
Figure 14 – Cost Description for Style-Factor

5. Click the Factors button to open the factor table.
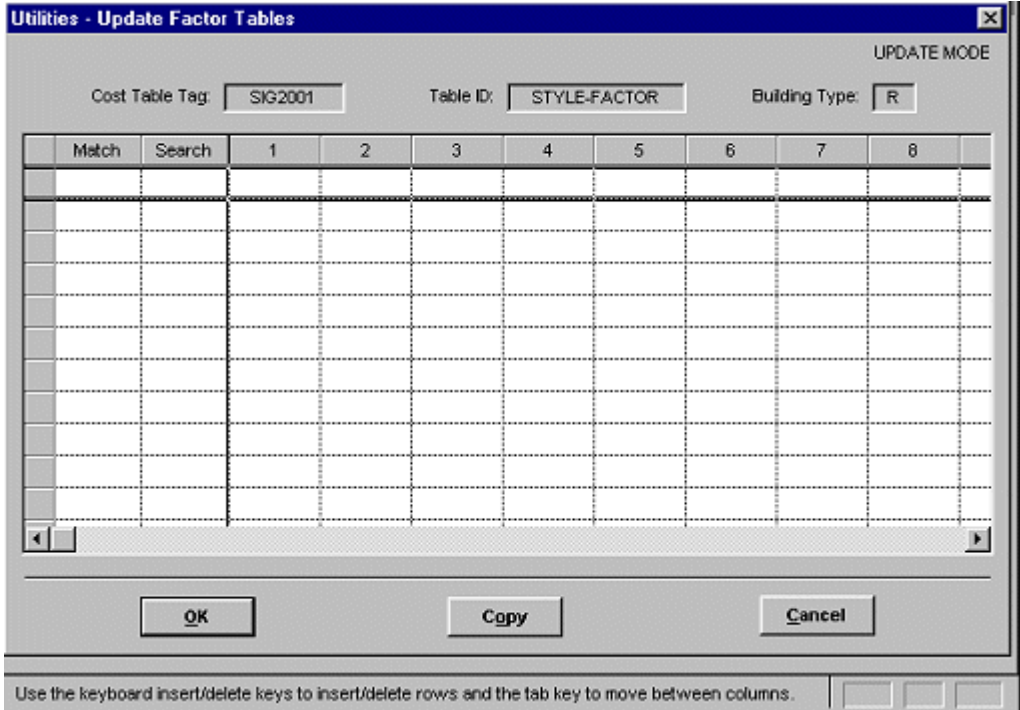
Figure 15 - Style factor data entry window

6. Press the Insert key to open the first blank line for data entry. An arrow will appear on the left margin of the first line to indicate that you are in data entry mode.
7. For each building style to be factored:
   - Enter the building style code in the Match column (see the example below. Use the Tab key or the mouse to move across the line.)
   - Enter the factor in Column 1 (you may use up to 3 decimal places.)

8. To enter additional lines, <u>press the insert key twice</u> to open another blank line. If you press the Enter key the program assumes that you have finished entering factors and will process the entries. Do not press the Enter key until you have finished entering factors.

	Match	Search	1	2	3	4	5	6	7	8	
→	RN		.875								
→	CN		1.101								
→											

Cost Table Tag: SIG2001   Table ID: STYLE-FACTOR   Building Type: R

Figure 16 – entering style factors

9. Click OK or press the Enter key to save the factors, or click Cancel to abandon the session and discard any changes.
10. Click Exit to save the changes and exit table update.

Note: The Copy button can be used to copy existing building factors from another table to the Style factor table. It is unlikely that you will find this option useful, but if you wish to explore it in detail, contact your CAMA Advisor.

The style factors added to the table will be applied to all parcels in the database matching an entry in the table. You will not see these adjustments on a cost report; the factor is applied directly to the base rate, roofing, basement, baths, heating and all other cost rates from the table.

If the residence record contains a market adjustment (called "building factor" in Version 1) this factor will be applied to the RCNLD after the style factor has been applied. It is important to remember that *both the cost table style factor and the residence market adjustment factor will be applied if they are presen*t; if you only want to apply a factor once, do not put the factor in both places.

Depreciation Table Utilities

Accessing the Depreciation Tables:

All Depreciation Table utilities are located in the Utilities menu. On the DMT Utilities menu bar, click Utilities > Cost/Land Tables > Depreciation Tables. The Depreciation Tables menu will appear.
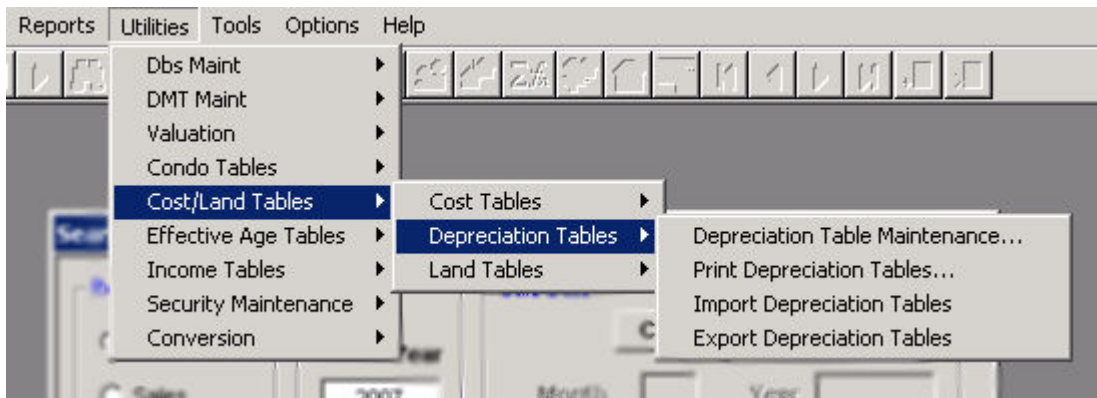
Figure 17 – the Depreciation Tables menu

Printing Depreciation Tables

Select Print Depreciation Tables to print or view detailed information from the depreciation tables.
- Check the box to send the report automatically to the printer.
- Leave the box unchecked if you wish to view the report first.
- Click OK to view or print the depreciation tables.
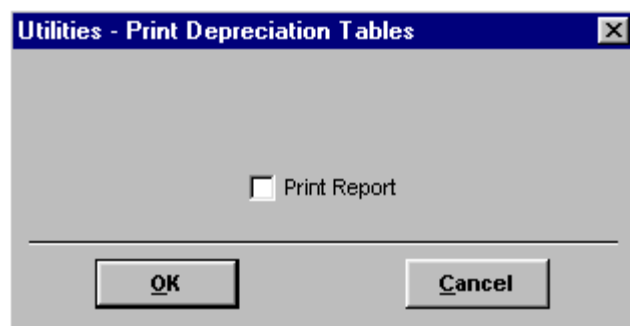
Figure 18 – Print Depreciation Tables dialog box

The pointer table and all associated depreciation tables will be displayed or printed. You may print the report from the display screen by clicking the printer icon or by clicking File > Print on the menu bar.

Importing Depreciation Tables

This option converts user-designed pointer and depreciation tables from Microsoft Excel CSV format into the new Oracle table format. It is probably easier to modify the existing depreciation tables than to create new ones, but this utility can be useful for importing tables from another CAMA system.

File formats

To successfully import depreciation tables the files must be in a specific format (CSV) and the information follow a specific layout. The pointer, or lookup, table must be contained in a separate file; multiple depreciation tables can exist in a single file. Create both the pointer and depreciation tables files using Microsoft Excel, then save them in CSV format. The pointer file must be named **deprpntr.csv** and the depreciation tables must be in a file named **depr.csv**. Store the files in the Sigma\Data folder; the import utility expects to find the files in Sigma\Data and will fail if the files are not in that folder.

Warning: When importing depreciation tables, all lines in the existing depreciation tables that match lines in the import tables will be overwritten. Additionally, if any line in a depreciation table is overwritten, the entire table will be overwritten. If your intent is to simply import additional lines to an existing table, make sure that all lines in the import table are unique and do not match any lines in the existing table.

The first line of each file should be a header line; this line will not be processed by the import utility. The columns should appear in the specific order listed below.

<u>DEPRPNTR.CSV</u> (pointer table)
TABLE_ID
DESCRIPTION
TABLE_NUM

<u>DEPR.CSV</u> (depreciation tables)
TABLE_NUM
AGE
PCTGD_1
PCTGD_2
PCTGD_3
PCTGD_4
PCTGD_5
PCTGD_6
PCTGD_7

Samples of these files are shown in Figures 19 and 20 below.

Figure 19 – an Excel pointer table

Figure 20 – an Excel depreciation table

Running the import

Before running the import, make a copy of the existing tables to safeguard your data.

To import depreciation tables:
Click Utilities > Cost/Land Tables > Depreciation Tables > Import Depreciation Tables.
The import starts automatically; if it finds the files described above, it processes all
information and returns a completion message similar to the one shown in Figure 21.
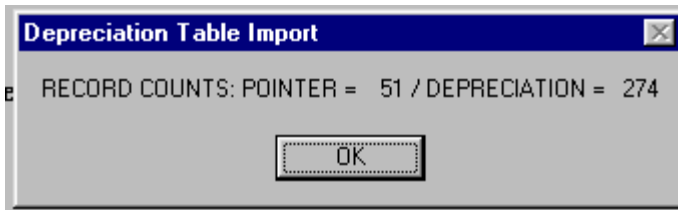
Figure 21 – Depreciation Table Import completion message

Exporting Depreciation Tables

Existing depreciation tables can be exported to CSV format using this utility. Two files are created: deprpntr.csv and depr.csv. See the section above, Importing Depreciation Tables, for a detailed description of these files.

To export existing depreciation tables to CSV files:

Click Utilities > Cost/Land Tables > Depreciation Tables > Export Depreciation Tables. The Export utility will start automatically, creating the two files described above. When the export is finished, click OK to clear the completion message. The two CSV export files can be found in the \Sigma\Data folder.

Depreciation Table Maintenance

The standard depreciation pointer and age tables can be modified using the Depreciation Table Maintenance utility.

Accessing Depreciation Table Maintenance:

Click Utilities > Cost/Land Tables > Depreciation Tables > Depreciation Table Maintenance. The Depreciation Pointer Table is the first table displayed (see Figure 22 below.)

Figure 22 – the Depreciation Pointer Table

Inserting a row into the pointer table

Click anywhere in any row to put yourself in "edit mode" and press the Insert key. A blank row will be added at the bottom of the table; enter a table name, description and

depreciation table number in the appropriate columns. Use the Tab key or mouse to move from column to column. Pressing the Tab key while in the last (right-most) column will advance the cursor to the next blank row.

Deleting a row from the pointer table

Click the gray box at the far left of a row to select it, then press the Delete key.

Editing a specific depreciation table

Click the gray box at the far left of any row pointing to the desired table number and click the Depreciation Table button, or simply double-click the row. The depreciation table associated with that row will be displayed.

Utilities - Depreciation Tables							

Table Number: 1

Age	Pct Good 1	Pct Good 2	Pct Good 3	Pct Good 4	Pct Good 5	Pct Good 6	Pct Good 7
0	100	100	100	100	100	100	100
1	98	99	99	99	100	100	100
2	97	98	99	99	99	99	99
3	96	97	98	98	99	99	99
4	96	96	97	98	98	98	98
5	95	96	97	97	98	98	98
6	94	95	96	96	97	97	97
7	94	95	96	96	96	96	96
8	93	94	95	95	96	96	96
9	92	93	94	94	96	96	96
10	92	93	94	94	95	95	95
11	91	92	93	93	95	95	95

OK	Copy	Used By	Cancel

Figure 23 – editing Depreciation Table 1

General maintenance tasks:
- Use the Tab key or the mouse to move from column to column (Shift+Tab moves the cursor backwards through the columns.)
- Add a new, blank row by pressing the Insert key.
- To delete a row: click the gray box to the left of the Age column to select the row, then press the Delete key to delete it.

the Copy button
To replace all values in a table section with values from another section (for example, changing the values in Table 5 to match those in Table 2) click the Copy key and select the table section number from which to import values, then click the OK button. *Caution:* this replaces <u>ALL</u> values in a table section, even if you have a single row highlighted

the Used By button
Click the Used By button to view the category or categories using the current table section (this information comes from the pointer table.)

To save or exit without saving:
- Click OK to save all changes to the depreciation tables.
- Click Cancel to discard any changes and exit without saving the tables; answer No to the question "Save changes before continuing?".

Land Table Utilities

Accessing the Land Table Utilities

All land table options are located in the Utilities menu. On the DMT Utilities menu bar, click Utilities > Cost/Land Tables > Land Tables to access the Land Table utilities.
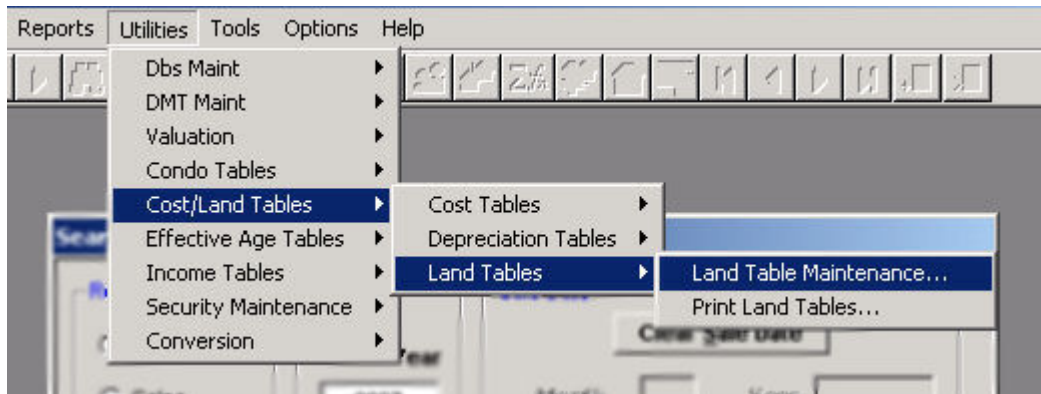
Figure 24 – the Land Tables menu

Two land table utilities are available on this menu: Print Land Tables and Land Table Maintenance. There are no import or export utilities for the land tables.

Printing Land Tables

Click Utilities > Cost/Land Tables > Land Tables > Print Land Tables.

Figure 25 – the Print Land Tables dialog box

- Check the box to send the report automatically to the printer.
- Leave the box unchecked if you wish to view the report first.
- Click OK to view or print the land tables.

Land Table Maintenance

To access Land Table Maintenance click Utilities > Cost/Land Tables > Land Tables > Land Table Maintenance.
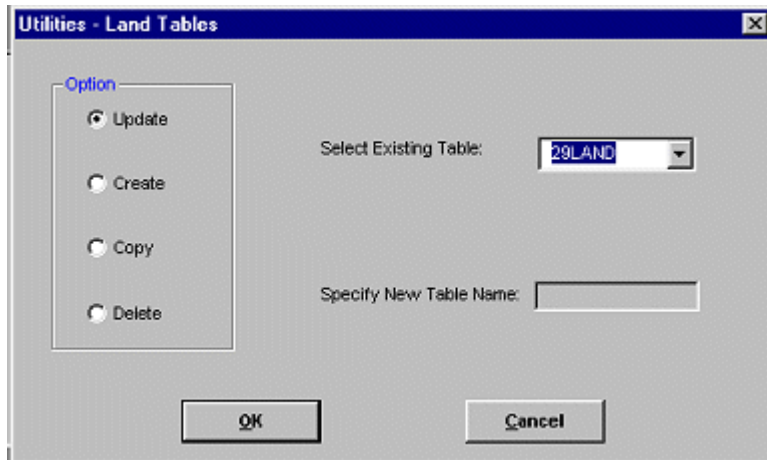
Figure 26 – the Land Table Maintenance dialog box

The Land Table Maintenance utility is used for the following tasks:

- Create new tables
- Copy an existing table to a new name
- View tables in "read-only" mode
- Delete tables
- Modify existing tables

Select an Option

At the left of the dialog box is a section labeled Option. Click the radio button to the left of the option you wish to select:

Update: use this option to modify an existing table.
Create: use this option to create a brand new table.
Copy: use this option to create a copy of an existing table.
Delete: use this option to delete an existing table.

Note: unlike the Cost Table Maintenance utility, there is no "View Only" option available in Land Table Maintenance. Use the Print Cost Tables utility to view or print the tables.

These options are explained in detail below.

Update a Land Table

Before updating an existing table it is ***strongly recommended*** that a copy be made (see the section "Copy a Land Table" below for instructions.)

To update an existing land table:
1. click the radio button to the left of the Update option
2. select a table name from the Select Existing Table pull-down list
3. click OK.

The Land Table Selection box appears (see Figure 27.) Click the appropriate button to edit the Groups (including rates and factors) or the Ag Rates (61A agricultural rates.)
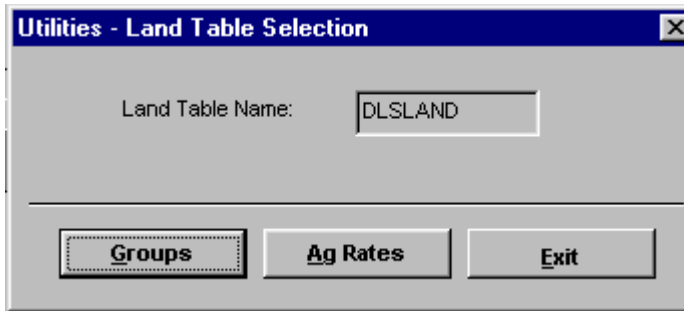
Figure 27 – Land Table Selection

Modifying Groups

To change the rates, factors or neighborhoods associated with the rate groups, click the Groups button. The first screen displayed is the Land Group Table, where land neighborhood codes are associated with rate groups and size adjustment factor tables.
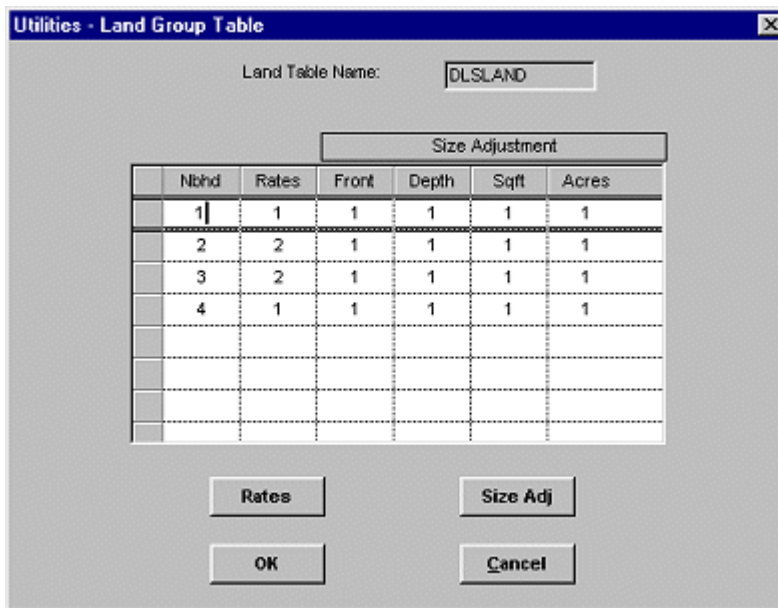
Figure 28 – the Land Group Table

Inserting new neighborhoods
To insert a new row, press the Insert key (you may need to press it twice) or select a row first, then press the Insert key. A blank row will be added to the bottom of the table. Using the Tab key or mouse to advance from column to column, enter the neighborhood code, the rate group number, and the table numbers for any associated adjustment factor tables (frontage, depth, square foot, or acre adjustment factors.)

Modifying the entries for an existing neighborhood

Click in the cell you wish to modify and change the number. You can use the Delete or Backspace keys to remove the existing entry, or highlight it with the mouse and type in a new number.

Deleting a neighborhood

Select the row to delete by clicking the gray box to the left of the Nbhd entry (see Figure 29 below.) The row will be highlighted. Press the Delete key to delete the selected row.
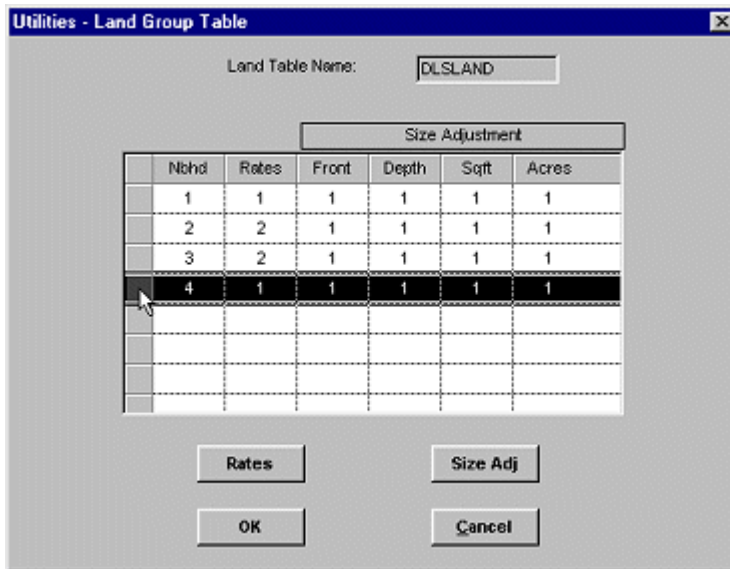
Figure 29 – select a row by clicking the gray box as shown

Modifying Rates

To modify the rates associated with a particular neighborhood, select the row for that neighborhood on the Land Group Table screen, then press the Rates button. The Land Rate Table for that neighborhood will be displayed.

Note: if no neighborhood is selected, the first rate group will be displayed.
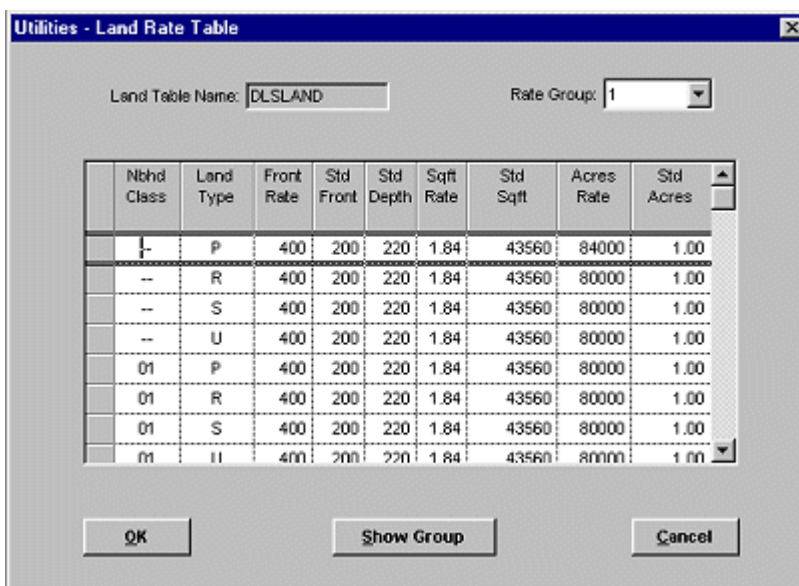
Figure 30 – the Land Rate Table (Rate Table 1)

the Show Group button: to determine which neighborhoods use the rate table currently on screen, click the Show Group button. In this example, two neighborhoods are using Rate Group 1: neighborhoods 1 and 4 (see Figure 31.)
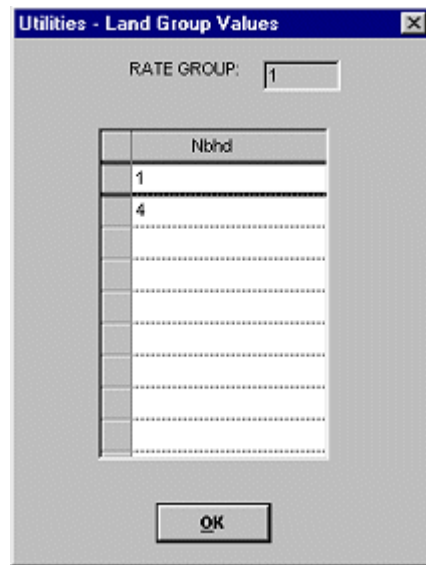
Figure 31 – Show Group results

Click OK to return to the Rate Group screen.

Inserting new rate rows
To insert a new row, press the Insert key (you may need to press it twice) or select a row first, then press the Insert key. A blank row will be added to the bottom of the table. Enter the neighborhood class, the land type, and the rates for the appropriate value methods (frontage and depth, square foot, or acres.)

- Use the Tab key or mouse to advance from column to column.
- Use two hyphens (--) to indicate a default class (if the class field is not used for that particular rate line.)
- The Land Type can be data entered manually or chosen from a pull-down list.
- Click OK to accept the changes and return to the Land Group Table.
- Click Cancel to discard any changes and return to the Land Group Table.

If you enter a row that already exists in the table, an error message will be displayed (see Figure 32.) Click OK to acknowledge the error message and either change or delete the duplicate row.
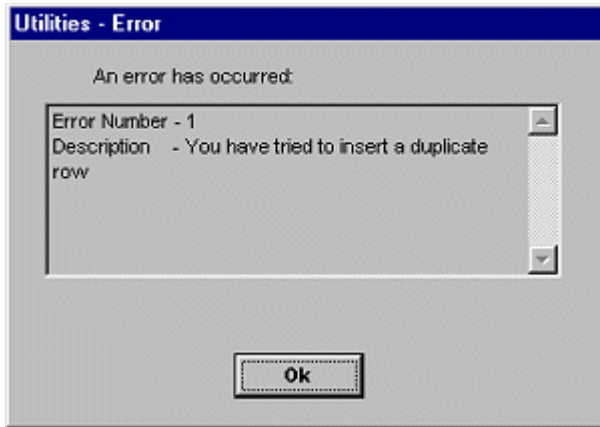
Figure 32 – duplicate row error message

Modifying the entries for an existing rate row

Click in the cell you wish to modify and change the number. You can use the Delete or Backspace keys to remove the existing entry, or highlight it with the mouse and type in a new number.

- Use the Tab key or mouse to advance from column to column.
- Use two hyphens (--) to indicate a default class (if the class field is not used for that particular rate line.)
- The Land Type can be data entered manually or chosen from a pull-down list.
- Click OK to accept the changes and return to the Land Group Table.
- Click Cancel to discard any changes and return to the Land Group Table.

Deleting a rate row

Select the row to delete by clicking the gray box to the left of the Nbhd Class entry. The row will be highlighted. Press the Delete key to delete the selected row.

Selecting another Rate Group to Edit

You can access a new Rate Group Table by using one of two methods:
In the Land Rate Table: select a new Rate Group number from the pull-down list at the top right of the screen. The new Rate Group Table will be displayed.
In the Land Group table: select a neighborhood row and click the Rates button. The Rate Group Table for that neighborhood will be displayed.

Modifying Agricultural (61A) Rates

The values per acre of land classified under Chapter 61A are distributed annually by the DOR. The 61A rates should be edited to reflect any changes from year to year.

To update the agricultural rates in the Land Table:
1. Access Land Table Maintenance from the Utilities menu by clicking Utilities > Cost/Land Tables > Land Tables > Land Table Maintenance.
2. Click the radio button to the left of Update in the Options column (create a copy of your table first if you do not already have a backup copy)
3. Select the table to edit from the pull-down list
4. Click OK to enter Land Table Maintenance. The Land Table Selection window will open.
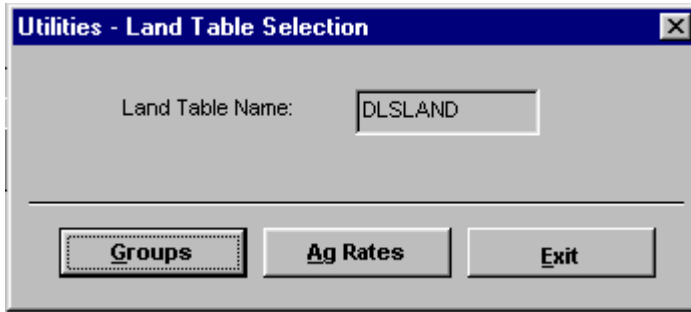
Figure 33 – Land Table Selection

5. Click the Ag Rates button. The Agricultural Land Rate Table will be displayed.

Figure 34 – the Agricultural Land Rate Table (61A rates)

Each use code may have up to 4 Value Range rows corresponding to productivity codes: H-High, M-Medium, L-Low and a single hyphen (-) for no code (the default for all land segments.)

6. Change the rates for each use code to match the rates found in the letter received from DOR.
7. Click OK to save the changes, or click Cancel to discard any changes and exit without saving.

Create a Land Table

It is possible to create a brand new land table, where all rate groups, rates and factors are entered by the user. You must have all necessary information (neighborhood codes, rate groups, rates and factors) on paper before entering a new table into RPIS.

The steps to create a new table are:
1. On the Land Table Maintenance dialog box, click the radio button to the left of the option Create. The Specify New Table Tag box will change from gray to white, indicating that it is now active. Enter a new table name where indicated and click OK.
2. In the Land Table Selection screen click the Groups button.
3. Enter the neighborhoods, rate groups and factor table numbers in the Group Table.
4. For each rate group, enter class and rate information into the Rate Table.
5. Enter the Chapter 61A rates into the Ag Land Rate Table.

Follow the instructions for updating an existing table (see sections above) for specific information regarding the various tables.

Copy a Land Table

Copying a land table creates a duplicate of an existing land table under a newly assigned name. Use this option to create backup copies of your tables before making modifications.

To make a copy of an existing table:
1. Click the radio button to the left of Copy. The Specify New Table Tag box will change from gray to white, indicating that it is now active.
2. Enter a new table name where indicated and click OK. The new table name will be added to the pull-down list.

Delete a Land Table

To delete a land table from the system:

1. Click the radio button to the left of Delete.
2. Select a table name from the Select Existing Table pull-down list.
3. Click OK. A box will appear asking you to confirm your intentions.
4. Click the Yes button to proceed with deleting the specified table, or click No to cancel the request. (**caution**: Yes is the default, so pressing the Enter key will delete the table.)

After the table has been deleted a completion message will appear.
5. Click OK to clear the message. The table name will have been removed from the Select Existing Table pull-down list.

Effective Age Table Utilities

A new table type was introduced with RPIS Version 2 – the Effective Age Table. When used with the accompanying Update Effective Age utility, this table type will automatically fill the Effective Year Built field in the Residence and/or Commercial Section tables. An effective age table can be run against specific parcels, and can be applied to either residential or commercial parcels.

There are two Effective Age Table utilities: Effective Age Table Maintenance and Update Effective Age. These utilities are found in the RPIS Utilities menu.

Accessing the Effective Age Tables menu

On the DMT Utilities menu bar, click Utilities > Effective Age Tables to access the Effective Age options.
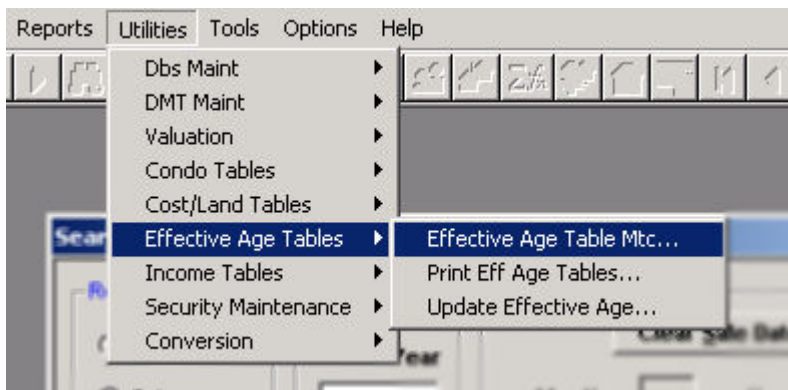
Figure 35 – the Effective Age Tables menu

Effective Age Table Maintenance

On the Utilities menu, click Utilities > Effective Age Tables > Effective Age Table Mtc. (Maintenance is abbreviated).
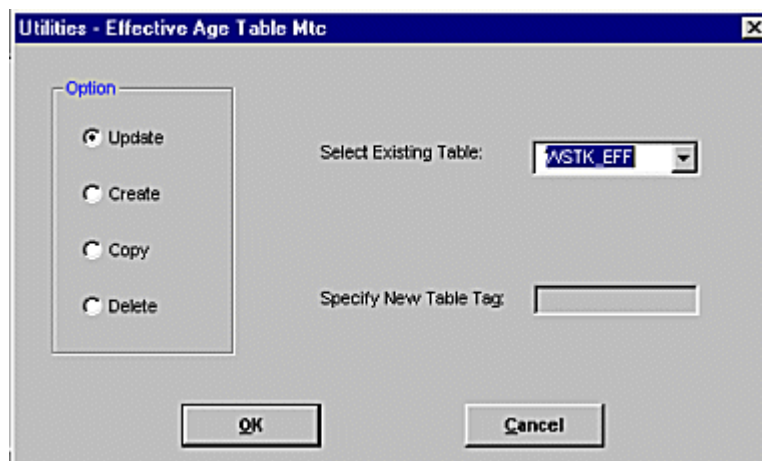
Figure 36 – the Effective Age Table Maintenance dialog box

Select an Option

At the left of the dialog box is a section labeled Option. Click the radio button to the left of the option you wish to select:

Update: use this option to modify an existing table.
Create: use this option to create a brand new table.
Copy: use this option to create a copy of an existing table.
Delete: use this option to delete an existing table.

Note: unlike the Cost Table Maintenance utility, there is no "View Only" option available in Effective Age Table Maintenance, nor is there a Print utility. Use the Update Effective Age Tables utility to view the tables.

Creating an Effective Age Table

- Click on the radio button next to Create.
- The cursor will jump to the box labeled "Specify new table tag:" - enter a table name of no more than 13 characters, then click the OK button or press the Enter key.
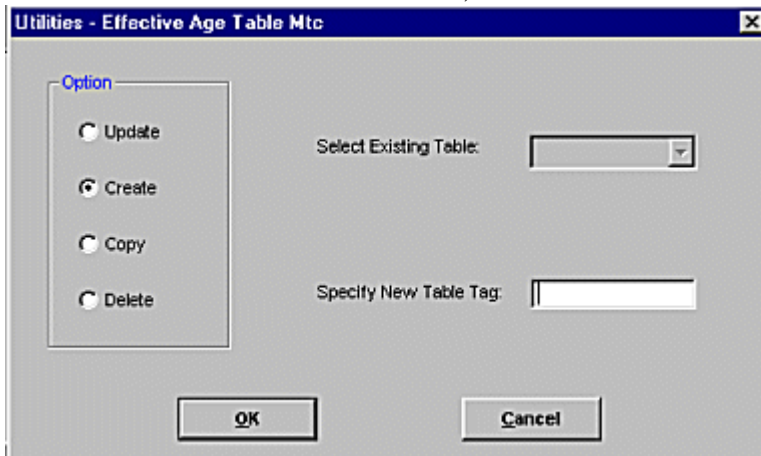
Figure 37 – specify a new Effective Age table name

A blank effective age table will be displayed. Press the Insert key to begin editing; the cursor will appear in the Low Year column of the first blank line.

Enter an actual year built in the Low Year and High year columns. Enter the effective year built for each overall condition in the appropriate columns, starting with Excellent and ending with Very Poor. Residential and/or commercial buildings with an actual year built falling between the two years (inclusive) will be assigned an effective year built from this table row.

Figure 38 – entering an Effective Age table

Note: if a parcel's overall condition does not exactly match a condition column in the effective age table, the effective year will be interpolated by using the closest columns. For example, an overall condition of AG- Average-Good would result in an effective age somewhere between the year entered in the Average column and the year entered in the Good column.

Use the Tab key or the mouse to move the cursor to the next column. When a row is completely filled, the cursor will jump to the next line. Continue entering rows until all actual year built entries are accounted for.

Click the OK button when all data entry is done. *This table will not affect the database until the "Update Effective Age" utility is run* (see below.)

Other Effective Age Table Maintenance options:

Copy

To copy an existing land table to a new filename, check the Copy radio button. The data entry box to the right of "Specify New Table Tag:" will change from gray to white, indicating that data entry is now allowed in that box. Select an existing table name from the pull-down list. Type a new table name into the Specify New Table Tag box and click the OK button. The existing table will be copied to the new file name.

Delete

Click the Delete radio button. Select a table name from the pull-down menu and click the OK button. A Delete Verification screen will appear to warn you that deleting a table will permanently remove all rates and factors associated with that table. To proceed with the deletion click the Yes button (**caution**: Yes is the default; pressing the Enter key will automatically delete the table.) To cancel the process and keep the table, click the No button.

Update

Select an existing table from the pull-down menu and click the OK button. Make changes to the table rows as described in the "Create" section above, then click the OK button to save the changes and exit.

Applying an Effective Age Table to the Database:

Once an effective age table has been created or modified it can be applied to the database. Applying the table to the database fills the Effective Year Built field in the residence and/or commercial section tables, depending on the options used to apply the transactions. Any value existing in the effective year built field will be overwritten by this process.

To apply an effective year built table to the database:
1. Click Utilities (on the menu bar) > Effective Age tables > Update Effective Age .
2. Select the program options:
   - click the "Select Options:" button
   - click the box next to Residential and/or Commercial to apply transactions to one or both property types.
   - select an Effective Age table from the pull-down menu
   - if you wish to save the currently selected options, click the Save As button and enter a name for the options file. You can later recall and reuse these options using the Open button on the Options screen.
   - click OK to save the options.
3. Click the "Select parcels" button – enter a parcel range or select a PID file, then click OK.
4. Check the Print Report box if you wish to print the Error Report. (This is an error/summary-style report only, with no detail. A report generates and displays on screen regardless of your choice; if you do not check the Print box and find errors when the report is displayed, simply click the "Print Current" button to send the report to the printer.)

When options and parcels have been selected, click the OK button to start the process. A process status message follows the program's progress, then a completion message displays the number of residential and commercial records updated. Click OK to clear the completion message. (If you did not check the Print Report button you can still print the report from this screen.)

Notes:
- *Values must be entered in the Residence Year-Built and Overall-Condition or Commercial Section Year-Built and Section-Condition fields for the process to work.*
- *Values entered in the actual Year Built field must match those found in the Low-High range in the effective age table; if a year built is missing from the table, an error will be written to the report.*
- *If the "Print Report" box was not checked when the table was applied to the database, you can click "Print Current" to send the <u>most recent</u> report to the printer. Each time you run the Update process the existing report is replaced by a new report.*

For training and technical support...

Contact any of the DLS IT Information Technology Staff for further assistance or to ask about training opportunities.

DLS IT Support Help Desk
Monday – Friday 9A-4PM excluding holidays
1-800-521-5536   (ask for IT Support or extension 62350)

Advisor	Phone	E-mail
Linda Bradley	617-626-2394	bradleyl@dor.state.ma.us
Tod Jackson	413-452-3974	jacksont@dor.state.ma.us

All Boston staff can be reached by dialing their direct numbers or through the DLS IT Support Help Desk.

CAMA Version 3 User Guides, our Support Guidelines and other useful information from the Information Technology section of the Division of Local Services can be found online at http://www.mass.gov/dls. Information about the Community Software Consortium can be found online at csc-cloud.us.

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Appendix A – Sample Reports
Sample 1 – from the Cost Rate Report (CSTRTE.RPT)

RESIDENCE DESCRIPTION TABLE   (SIG2000)

TABLE ID	DESCRIPTION	COMPUTATION	COST LOOKUP	FACTOR LOOKUP	RCN SQ-FT	COST ADJ	LOCAL FLAG	DEPR TABLE-ID
ADD-WIDTH-08	ADDITIONL WIDTH 8FT	RATE & FACTOR	SEARCH	DIRECT	NO	1.00	NO	
ADD-WIDTH-10	ADDITIONL WIDTH 10FT	RATE & FACTOR	SEARCH	DIRECT	NO	1.00	NO	
ADD-WIDTH-12	ADDITIONL WIDTH 12FT	RATE & FACTOR	SEARCH	DIRECT	NO	1.00	NO	
ADD-WIDTH-14	ADDITIONL WIDTH 14FT	RATE & FACTOR	SEARCH	DIRECT	NO	1.00	NO	
ADD-WIDTH-16	ADDITIONL WIDTH 16FT	RATE & FACTOR	SEARCH	DIRECT	NO	1.00	NO	
ADDL-FINISH	ADDITIONAL FINISHED	RATE ONLY	SEARCH		YES	1.00		
AIR-CONDTNG	AIR CONDITIONING	RATE ONLY	MATCH		NO	1.00	NO	
ATT-GARAGE	ATTACHED GARAGE	RATE & FACTOR	SEARCH	MATCH	NO	1.00	NO	
BASE-1HFF-BV	1.5-ST,UPFIN: BK VEN	RATE ONLY	SEARCH		YES	1.00		
BASE-1HFF-CN	1.5-ST,UPFIN: CONCRT	RATE ONLY	SEARCH		YES	1.00		
BASE-1HFF-SC	1.5-ST,UPFIN: STC/SD	RATE ONLY	SEARCH		YES	1.00		
BASE-1HFF-SS	1.5-ST,UPFIN: SD/SHG	RATE ONLY	SEARCH		YES	1.00		
BASE-1HFF-SV	1.5-ST,UPFIN: ST VEN	RATE ONLY	SEARCH		YES	1.00		
BASE-1STY-BV	1-STORY: BRICK VENR	RATE & FACTOR	SEARCH	MATCH	YES	1.00		
BASE-1STY-CN	1-STORY: CONCRT BLCK	RATE & FACTOR	SEARCH	MATCH	YES	1.00		
BASE-1STY-SC	1-STORY: STUCCO/SIDG	RATE & FACTOR	SEARCH	MATCH	YES	1.00		
BASE-1STY-SS	1-STORY: SIDG/SHNGLE	RATE & FACTOR	SEARCH	MATCH	YES	1.00		
BASE-1STY-SV	1-STORY: STONE VENR	RATE & FACTOR	SEARCH	MATCH	YES	1.00		
BASE-2HFF-BV	2.5-ST,UPFIN: BK VEN	RATE ONLY	SEARCH		YES	1.00		
BASE-2HFF-CN	2.5-ST,UPFIN: CONCRT	RATE ONLY	SEARCH		YES	1.00		
BASE-2HFF-SC	2.5-ST,UPFIN: STC/SD	RATE ONLY	SEARCH		YES	1.00		
BASE-2HFF-SS	2.5-ST,UPFIN: SD/SHG	RATE ONLY	SEARCH		YES	1.00		
BASE-2HFF-SV	2.5-ST,UPFIN: ST VEN	RATE ONLY	SEARCH		YES	1.00		
BASE-2STY-BV	2-STORY: BRICK VENR	RATE & FACTOR	SEARCH	MATCH	YES	1.00		
BASE-2STY-CN	2-STORY: CONCRT BLCK	RATE & FACTOR	SEARCH	MATCH	YES	1.00		
BASE-2STY-SC	2-STORY: STUCCO/SIDG	RATE & FACTOR	SEARCH	MATCH	YES	1.00		
BASE-2STY-SS	2-STORY: SIDG/SHNGLE	RATE & FACTOR	SEARCH	MATCH	YES	1.00		
BASE-2STY-SV	2-STORY: STONE VENR	RATE & FACTOR	SEARCH	MATCH	YES	1.00		
BASE-MOBH-08	MOBILE HOME 8 FT WD	RATE ONLY	SEARCH		YES	1.00		
BASE-MOBH-10	MOBILE HOME 10 FT WD	RATE ONLY	SEARCH		YES	1.00		
BASE-MOBH-12	MOBILE HOME 12 FT WD	RATE ONLY	SEARCH		YES	1.00		
BASE-MOBH-14	MOBILE HOME 14 FT WD	RATE ONLY	SEARCH		YES	1.00		
BASE-MOBH-16	MOBILE HOME 16 FT WD	RATE ONLY	SEARCH		YES	1.00		
BASE-MOBH-20	MOBILE HOME 20 FT WD	RATE ONLY	SEARCH		YES	1.00		
BASE-MOBH-24	MOBILE HOME 24 FT WD	RATE ONLY	SEARCH		YES	1.00		
BASE-MOBH-28	MOBILE HOME 28 FT WD	RATE ONLY	SEARCH		YES	1.00		
BASE-MULT-2F	MULTIPLE, 2-FAMILY	RATE & FACTOR	SEARCH	MATCH	YES	1.00		
BASE-MULT-3F	MULTIPLE, 3-FAMILY	RATE & FACTOR	SEARCH	MATCH	YES	1.00		
BASE-RETH-1S	ROW-END TOWNHS 1-STY	RATE & FACTOR	SEARCH	MATCH	YES	1.00		
BASE-RETH-2S	ROW-END TOWNHS 2-STY	RATE & FACTOR	SEARCH	MATCH	YES	1.00		
BASE-RMTH-1S	ROW-MID TOWNHS 1-STY	RATE & FACTOR	SEARCH	MATCH	YES	1.00		
BASE-RMTH-2S	ROW-MID TOWNHS 2-STY	RATE & FACTOR	SEARCH	MATCH	YES	1.00		
BASE-SPLV-BV	SPLT-LV: BRICK VENR	RATE ONLY	SEARCH		YES	1.00		
BASE-SPLV-CN	SPLT-LV: CONCRT BLCK	RATE ONLY	SEARCH		YES	1.00		
BASE-SPLV-SC	SPLT-LV: STUCCO/SIDG	RATE ONLY	SEARCH		YES	1.00		
BASE-SPLV-SS	SPLT-LV: SIDG/SHNGLE	RATE ONLY	SEARCH		YES	1.00		
BASE-SPLV-SV	SPLT-LV: STONE VENR	RATE ONLY	SEARCH		YES	1.00		
BASE-UNF-ADJ	UNFIN AREA ADJUSTMNT	RATE ONLY	DIRECT		NO	1.00	NO	
BASEMNT-FNSH	BASEMENT LIVING AREA	RATE ONLY	SEARCH		NO	1.00	NO	
BLDG-FACTOR	RESID BLDG FACTOR	FACTOR ONLY		MATCH	NO	1.00	YES	
BSMT-AREA	BASEMENT AREA	RATE & FACTOR	SEARCH	MATCH	NO	1.00	NO	
BSMT-GAR-CAP	BASMNT GARAGE CAPCTY	RATE ONLY	MATCH		NO	1.00	NO	
BSMT-GAR-SF	BASMNT GARAGE AREA	RATE ONLY	SEARCH		NO	1.00	NO	
CARPORT-AREA	ATTACHED CARPORT	RATE ONLY	DIRECT		NO	1.00	NO	
COND-FACTOR	CONDITION FACTOR	FACTOR ONLY		MATCH	NO	1.00	NO	
DEC-PCH-AREA	DECORATIVE PORCH	RATE ONLY	SEARCH		NO	1.00	NO	
ENCLSD-PORCH	ENCLOSED PORCH	RATE ONLY	SEARCH		NO	1.00	NO	
EXT-BATH-FIX	EXTRA BATH FIXTURES	RATE ONLY	MATCH		NO	1.00	NO	
EXT-KITCHEN	EXTRA KITCHENS	RATE ONLY	DIRECT		NO	1.00	NO	
FIREPLACES	NUMBER FIREPLACES	RATE ONLY	MATCH		NO	1.00	NO	
FULL-BATHS	NUMBER FULL BATHS	RATE ONLY	MATCH		NO	1.00	NO	
HALF-BATHS	NUMBER HALF BATHS	RATE ONLY	MATCH		NO	1.00	NO	
HEARTH	FIREPLACE HEARTHS	RATE ONLY	DIRECT		NO	1.00	NO	
HEATING	CENTRAL HEAT	RATE ONLY	MATCH		NO	1.00	NO	
MASONRY-TRIM	MASONRY TRIM	RATE ONLY	DIRECT		NO	1.00	NO	
MISC-ATSTRCT	MISC ATT STRUCTURE	RATE ONLY	DIRECT		NO	1.00	NO	
MS-DECK-AREA	MASONRY DECK	RATE ONLY	SEARCH		NO	1.00	NO	
PATIO-AREA	PATIO	RATE ONLY	SEARCH		NO	1.00	NO	
PORCH-AREA	PORCH	RATE ONLY	SEARCH		NO	1.00	NO	
ROOFING	ROOFING	RATE & FACTOR	MATCH	DIRECT	NO	1.00	NO	
SCREEN-PORCH	SCREEN PORCH	RATE ONLY	SEARCH		NO	1.00	NO	
SERVICE-PRCH	SERVICE PORCH	RATE ONLY	SEARCH		NO	1.00	NO	
STACK	FIREPLACE STACKS	RATE ONLY	MATCH		NO	1.00	NO	
STYLE-FACTOR	BLDG STYLE FACTOR	FACTOR ONLY		MATCH	NO	1.00	YES	
WD-DECK-AREA	WOOD DECK	RATE ONLY	SEARCH		NO	1.00	NO	

Sample 2 – from the Land Table Report (LANDRTE.RPT)

LAND GROUP TABLE (29LAND)

NBHD CODE	RATE GROUP	FRONT ADJ GROUP	DEPTH ADJ GROUP	SQFT ADJ GROUP	ACRES ADJ GROUP
1	1	1	1	1	1
2	2	1	1	1	1
3	2	1	1	1	1
4	1	1	1	1	1

LAND RATE TABLE (29LAND)

RATE GROUP	NBHD CLASS	LAND TYPE	*** FRONT FOOT *** RATE	FRONT	DEPTH	** SQUARE FEET ** RATE	STD SIZE	***** ACREAGE ***** RATE	STD SIZE
1	--	P	400	200	220	1.84	43,560	80,000	1.00
1	--	R	400	200	220	1.84	43,560	80,000	1.00
1	--	S	400	200	220	1.84	43,560	80,000	1.00
1	--	U	400	200	220	1.84	43,560	80,000	1.00
1	01	P	400	200	220	1.84	43,560	80,000	1.00
1	01	R	400	200	220	1.84	43,560	80,000	1.00
1	01	S	400	200	220	1.84	43,560	80,000	1.00
1	01	U	400	200	220	1.84	43,560	80,000	1.00
1	02	P	450	200	220	2.07	43,560	90,000	1.00
1	02	R	450	200	220	2.07	43,560	90,000	1.00
1	02	S	450	200	220	2.07	43,560	90,000	1.00
1	02	U	450	200	220	2.07	43,560	90,000	1.00
1	03	P	500	200	220	2.30	43,560	100,000	1.00
1	03	R	500	200	220	2.30	43,560	100,000	1.00
1	03	S	500	200	220	2.30	43,560	100,000	1.00
1	03	U	500	200	220	2.30	43,560	100,000	1.00
1	04	P	550	200	220	2.53	43,560	110,000	1.00
1	04	R	550	200	220	2.53	43,560	110,000	1.00
1	04	S	550	200	220	2.53	43,560	110,000	1.00
1	04	U	550	200	220	2.53	43,560	110,000	1.00
1	05	P	600	200	220	2.75	43,560	120,000	1.00
1	05	R	600	200	220	2.75	43,560	120,000	1.00
1	05	S	600	200	220	2.75	43,560	120,000	1.00
1	05	U	600	200	220	2.75	43,560	120,000	1.00
2	--	P	400	200	220	1.84	43,560	80,000	1.00
2	--	R	400	200	220	1.84	43,560	80,000	1.00
2	--	S	400	200	220	1.84	43,560	80,000	1.00
2	--	U	400	200	220	1.84	43,560	80,000	1.00
2	01	P	400	200	220	1.84	43,560	80,000	1.00
2	01	R	400	200	220	1.84	43,560	80,000	1.00
2	01	S	400	200	220	1.84	43,560	80,000	1.00
2	01	U	400	200	220	1.84	43,560	80,000	1.00
2	02	P	450	200	220	2.07	43,560	90,000	1.00
2	02	R	450	200	220	2.07	43,560	90,000	1.00
2	02	S	450	200	220	2.07	43,560	90,000	1.00
2	02	U	450	200	220	2.07	43,560	90,000	1.00
2	03	P	500	200	220	2.30	43,560	100,000	1.00
2	03	R	500	200	220	2.30	43,560	100,000	1.00
2	03	S	500	200	220	2.30	43,560	100,000	1.00
2	03	U	500	200	220	2.30	43,560	100,000	1.00
2	04	P	550	200	220	2.53	43,560	110,000	1.00
2	04	R	550	200	220	2.53	43,560	110,000	1.00
2	04	S	550	200	220	2.53	43,560	110,000	1.00
2	04	U	550	200	220	2.53	43,560	110,000	1.00
2	05	P	600	200	220	2.75	43,560	120,000	1.00
2	05	R	600	200	220	2.75	43,560	120,000	1.00
2	05	S	600	200	220	2.75	43,560	120,000	1.00
2	05	U	600	200	220	2.75	43,560	120,000	1.00

AGRICULTURAL LAND RATE TABLE (29LAND)

STATE USE CD	VALUE RANGE	RATE
710	-	14075
710	H	18300
710	L	9850
710	M	14075
711	-	775
711	H	925
711	L	625
711	M	775
712	-	775
712	H	925
712	L	625
712	M	775
713	-	350
713	H	417
713	L	283
713	M	350
714	-	1110
714	H	1330
714	L	890
714	M	1110
715	-	1110
715	H	1330
715	L	890
715	M	1110
716	-	350
716	H	417
716	L	283
716	M	350
717	-	140
717	H	167
717	L	113
717	M	140
718	-	140
718	H	167
718	L	113
718	M	140
719	-	775
719	H	925
719	L	625
719	M	775
720	-	35
720	H	42
720	L	28
720	M	35
722	-	35
722	H	42
722	L	28
722	M	35

LAND SIZE ADJUSTMENT TABLE (29LAND)

UNITS	GROUP	RATIO	FACTOR
ACRE	1	0.060	6.860
ACRE	1	0.120	3.740
ACRE	1	0.190	2.690
ACRE	1	0.250	2.170
ACRE	1	0.320	1.860
ACRE	1	0.350	1.690
ACRE	1	0.410	1.610
ACRE	1	0.480	1.540
ACRE	1	0.540	1.460
ACRE	1	0.610	1.390
ACRE	1	0.670	1.320
ACRE	1	0.740	1.260
ACRE	1	0.800	1.190
ACRE	1	0.870	1.120
ACRE	1	0.930	1.060
ACRE	1	1.000	1.000
ACRE	1	1.060	0.950
ACRE	1	1.120	0.910
ACRE	1	1.190	0.870

```
                    LAND SIZE ADJUSTMENT TABLE (29LAND)

                    UNITS    GROUP       RATIO    FACTOR

                    DPTH       1        0.060     6.860
                    DPTH       1        0.120     3.740
                    DPTH       1        0.190     2.690
                    DPTH       1        0.250     2.170
                    DPTH       1        0.320     1.860
                    DPTH       1        0.350     1.690
                    DPTH       1        0.410     1.610
                    DPTH       1        0.480     1.540
                    DPTH       1        0.540     1.460
                    DPTH       1        0.610     1.390
                    DPTH       1        0.670     1.320
                    DPTH       1        0.740     1.260
                    DPTH       1        0.800     1.190
                    DPTH       1        0.870     1.120
                    DPTH       1        0.930     1.060
                    DPTH       1        1.000     1.000
                    DPTH       1        1.060     0.950
                    DPTH       1        1.120     0.910
                    DPTH       1        1.190     0.870
                    DPTH       1        1.250     0.830
                    DPTH       1        1.320     0.800
                    DPTH       1        1.380     0.770
                    DPTH       1        1.450     0.740
                    DPTH       1        1.510     0.710
                    DPTH       1        1.580     0.690
                    DPTH       1        1.640     0.660
                    DPTH       1        1.700     0.640
                    DPTH       1        1.770     0.620
                    DPTH       1        1.830     0.600
                    DPTH       1        1.900     0.580
                    DPTH       1        1.960     0.560
                    DPTH       1        2.030     0.540
                    DPTH       1        2.090     0.530
                    DPTH       1        2.160     0.510
                    DPTH       1        2.220     0.500
                    DPTH       1        2.290     0.490
                    DPTH       1        2.350     0.470
                    DPTH       1        2.410     0.460
                    DPTH       1        2.480     0.450
                    DPTH       1        2.540     0.440
                    DPTH       1        2.610     0.430
                    DPTH       1        2.670     0.420
                    DPTH       1        2.740     0.410
                    DPTH       1        2.800     0.410
```

```
                    LAND SIZE ADJUSTMENT TABLE (29LAND)

                    UNITS    GROUP       RATIO    FACTOR

                    FRNT       1        0.060     6.860
                    FRNT       1        0.120     3.740
                    FRNT       1        0.190     2.690
                    FRNT       1        0.250     2.170
                    FRNT       1        0.320     1.860
                    FRNT       1        0.350     1.690
                    FRNT       1        0.410     1.610
                    FRNT       1        0.480     1.540
                    FRNT       1        0.540     1.460
                    FRNT       1        0.610     1.390
                    FRNT       1        0.670     1.320
                    FRNT       1        0.740     1.260
                    FRNT       1        0.800     1.190
                    FRNT       1        0.870     1.120
                    FRNT       1        0.930     1.060
                    FRNT       1        1.000     1.000
                    FRNT       1        1.060     0.950
                    FRNT       1        1.120     0.910
                    FRNT       1        1.190     0.870
                    FRNT       1        1.250     0.830
                    FRNT       1        1.320     0.800
                    FRNT       1        1.380     0.770
                    FRNT       1        1.450     0.740
                    FRNT       1        1.510     0.710
                    FRNT       1        1.580     0.690
                    FRNT       1        1.640     0.660
                    FRNT       1        1.700     0.640
                    FRNT       1        1.770     0.620
                    FRNT       1        1.830     0.600
                    FRNT       1        1.900     0.580
                    FRNT       1        1.960     0.560
                    FRNT       1        2.030     0.540
                    FRNT       1        2.090     0.530
                    FRNT       1        2.160     0.510
                    FRNT       1        2.220     0.500
```

```
LAND SIZE ADJUSTMENT TABLE (29LAND)

UNITS    GROUP        RATIO     FACTOR

SQFT       1          0.060      6.860
SQFT       1          0.120      3.740
SQFT       1          0.190      2.690
SQFT       1          0.250      2.170
SQFT       1          0.320      1.860
SQFT       1          0.350      1.690
SQFT       1          0.410      1.610
 SQFT      1          0.480      1.540
SQFT       1          0.540      1.460
SQFT       1          0.610      1.390
SQFT       1          0.670      1.320
SQFT       1          0.740      1.260
SQFT       1          0.800      1.190
SQFT       1          0.870      1.120
SQFT       1          0.930      1.060
SQFT       1          1.000      1.000
SQFT       1          1.060      0.950
SQFT       1          1.120      0.910
SQFT       1          1.190      0.870
SQFT       1          1.250      0.830
SQFT       1          1.320      0.800
SQFT       1          1.380      0.770
SQFT       1          1.450      0.740
SQFT       1          1.510      0.710
SQFT       1          1.580      0.690
SQFT       1          1.640      0.660
SQFT       1          1.700      0.640
SQFT       1          1.770      0.620
SQFT       1          1.830      0.600
SQFT       1          1.900      0.580
SQFT       1          1.960      0.560
SQFT       1          2.030      0.540
SQFT       1          2.090      0.530
SQFT       1          2.160      0.510
SQFT       1          2.220      0.500
SQFT       1          2.290      0.490
SQFT       1          2.350      0.470
```

Sample 3 – the Depreciation Table Report (DEPRRTE.RPT)

DEPRECIATION POINTER TABLE

TABLE ID	DESCRIPTION	TABLE NUM
COM-USE0-CLA	COMMERCIAL: USE CAT 0, CLASS A	5
COM-USE0-CLB	COMMERCIAL: USE CAT 0, CLASS B	5
COM-USE0-CLC	COMMERCIAL: USE CAT 0, CLASS C	6
COM-USE0-CLD	COMMERCIAL: USE CAT 0, CLASS D	6
COM-USE0-CLS	COMMERCIAL: USE CAT 0, CLASS S	6
COM-USE1-CLA	COMMERCIAL: USE CAT 1, CLASS A	5
COM-USE1-CLB	COMMERCIAL: USE CAT 1, CLASS B	5
COM-USE1-CLC	COMMERCIAL: USE CAT 1, CLASS C	6
COM-USE1-CLD	COMMERCIAL: USE CAT 1, CLASS D	6
COM-USE1-CLS	COMMERCIAL: USE CAT 1, CLASS S	6
COM-USE2-CLA	COMMERCIAL: USE CAT 2, CLASS A	5
COM-USE2-CLB	COMMERCIAL: USE CAT 2, CLASS B	5
COM-USE2-CLC	COMMERCIAL: USE CAT 2, CLASS C	6
COM-USE2-CLD	COMMERCIAL: USE CAT 2, CLASS D	6
COM-USE2-CLS	COMMERCIAL: USE CAT 2, CLASS S	6
COM-USE3-CLA	COMMERCIAL: USE CAT 3, CLASS A	5
COM-USE3-CLB	COMMERCIAL: USE CAT 3, CLASS B	5
COM-USE3-CLC	COMMERCIAL: USE CAT 3, CLASS C	6
COM-USE3-CLD	COMMERCIAL: USE CAT 3, CLASS D	6
COM-USE3-CLS	COMMERCIAL: USE CAT 3, CLASS S	6
COM-USE4-CLA	COMMERCIAL: USE CAT 4, CLASS A	5
COM-USE4-CLB	COMMERCIAL: USE CAT 4, CLASS B	5
COM-USE4-CLC	COMMERCIAL: USE CAT 4, CLASS C	6
COM-USE4-CLD	COMMERCIAL: USE CAT 4, CLASS D	6
COM-USE4-CLS	COMMERCIAL: USE CAT 4, CLASS S	6
COM-USE5-CLA	COMMERCIAL: USE CAT 5, CLASS A	5
COM-USE5-CLB	COMMERCIAL: USE CAT 5, CLASS B	5
COM-USE5-CLC	COMMERCIAL: USE CAT 5, CLASS C	6
COM-USE5-CLD	COMMERCIAL: USE CAT 5, CLASS D	6
COM-USE5-CLS	COMMERCIAL: USE CAT 5, CLASS S	6
COM-USE6-CLA	COMMERCIAL: USE CAT 6, CLASS A	5
COM-USE6-CLB	COMMERCIAL: USE CAT 6, CLASS B	5
COM-USE6-CLC	COMMERCIAL: USE CAT 6, CLASS C	6
COM-USE6-CLD	COMMERCIAL: USE CAT 6, CLASS D	6
COM-USE6-CLS	COMMERCIAL: USE CAT 6, CLASS S	6
COM-USE7-CLA	COMMERCIAL: USE CAT 7, CLASS A	5
COM-USE7-CLB	COMMERCIAL: USE CAT 7, CLASS B	5
COM-USE7-CLC	COMMERCIAL: USE CAT 7, CLASS C	6
COM-USE7-CLD	COMMERCIAL: USE CAT 7, CLASS D	6
COM-USE7-CLS	COMMERCIAL: USE CAT 7, CLASS S	6
COM-USE8-CLA	COMMERCIAL: USE CAT 8, CLASS A	5
COM-USE8-CLB	COMMERCIAL: USE CAT 8, CLASS B	5
COM-USE8-CLC	COMMERCIAL: USE CAT 8, CLASS C	6
COM-USE8-CLD	COMMERCIAL: USE CAT 8, CLASS D	6
COM-USE8-CLS	COMMERCIAL: USE CAT 8, CLASS S	6
DETACHED	DETACHED STRUCTURE	2
MOBILE-HOME	MOBILE HOMES	3
RESID-BRICK	RESIDENTIAL BRICK CONSTRUCTION	1
RESID-FRAME	RESIDENTIAL FRAME CONSTRUCTION	1
TWNHS-BRICK	TOWNHOUSE BRICK CONSTRUCTION	1
TWNHS-FRAME	TOWNHOUSE FRAME CONSTRUCTION	1

DEPRECIATION TABLE   1

AGE	PCTGD-1	PCTGD-2	PCTGD-3	PCTGD-4	PCTGD-5	PCTGD-6	PCTGD-7
0	0	0	0	0	0	0	0
1	98	99	99	99	0	0	0
2	97	98	99	99	99	99	99
3	96	97	98	98	99	99	99
4	96	96	97	98	98	98	98
5	95	96	97	97	98	98	98
6	94	95	96	96	97	97	97
7	94	95	96	96	96	96	96
8	93	94	95	95	96	96	96
9	92	93	94	94	96	96	96
10	92	93	94	94	95	95	95
11	91	92	93	93	95	95	95
12	91	92	93	93	94	94	94
13	90	91	92	92	94	94	94
14	89	91	92	92	93	93	93
15	88	90	91	91	93	93	93
16	87	89	90	90	93	93	93
17	87	89	90	90	92	92	92
18	86	88	89	89	92	92	92
19	85	87	89	89	91	91	91
20	84	86	88	88	91	91	91
21	83	86	88	88	91	91	91

22	82	85	87	87	90	90	90
23	81	84	86	86	89	89	89
24	80	83	85	85	89	89	89
25	79	82	84	84	88	88	88
26	78	82	84	84	88	88	88
27	77	81	83	83	87	87	87
28	75	80	82	82	86	86	86
29	74	79	81	81	85	85	85
30	73	78	80	80	84	84	84
31	72	77	79	79	84	84	84
32	71	76	78	78	83	83	83
33	70	75	77	77	82	82	82
34	68	74	76	76	81	81	81
35	67	73	75	75	80	80	80
36	66	72	74	74	79	79	79
37	65	71	73	73	78	78	78
38	64	70	72	72	77	77	77
39	62	68	71	71	76	76	76
40	60	66	70	70	75	75	75
41	59	65	68	68	73	73	73
42	58	64	67	67	72	72	72
43	56	62	66	66	71	71	71
44	55	61	65	65	70	70	70
45	54	60	64	64	69	70	70
46	53	59	63	63	68	69	69
47	52	58	62	62	67	68	68
48	51	57	61	61	66	68	68
49	50	56	60	60	65	67	67
50	49	55	59	59	64	66	66
51	48	54	58	58	63	65	65
52	47	53	57	57	62	64	64
53	46	52	56	56	61	63	63
54	46	52	56	56	60	63	63
55	45	51	55	55	59	62	62
56	45	51	55	55	59	62	62
57	44	50	54	54	58	61	61
58	43	49	53	53	57	60	60
59	43	49	53	53	57	60	60
60	42	48	52	52	56	59	59
61	42	48	52	52	56	59	59
62	41	47	51	51	55	58	58
63	41	47	51	51	55	58	58
64	40	46	50	50	54	57	57
65	40	46	50	50	54	57	57

DEPRECIATION TABLE   2

AGE	PCTGD-1	PCTGD-2	PCTGD-3	PCTGD-4	PCTGD-5	PCTGD-6	PCTGD-7
0	0	0	0	0	0	0	0
1	98	99	99	99	0	0	0
2	97	98	99	99	99	99	99
3	96	97	98	98	99	99	99
4	96	96	97	98	98	98	98
5	95	96	97	97	98	98	98
6	94	95	96	96	97	97	97
7	94	95	96	96	96	96	96
8	93	94	95	95	96	96	96
9	92	93	94	94	96	96	96
10	92	93	94	94	95	95	95
11	91	92	93	93	95	95	95
12	91	92	93	93	94	94	94
13	90	91	92	92	94	94	94
14	89	91	92	92	93	93	93
15	88	90	91	91	93	93	93
16	87	89	90	90	93	93	93
17	87	89	90	90	92	92	92
18	86	88	89	89	92	92	92
19	85	87	89	89	91	91	91
20	84	86	88	88	91	91	91
21	83	86	88	88	91	91	91
22	82	85	87	87	90	90	90
23	81	84	86	86	89	89	89
24	80	83	85	85	89	89	89
25	79	82	84	84	88	88	88
26	78	82	84	84	88	88	88
27	77	81	83	83	87	87	87
28	75	80	82	82	86	86	86
29	74	79	81	81	85	85	85
30	73	78	80	80	84	84	84
31	72	77	79	79	84	84	84
32	71	76	78	78	83	83	83
33	70	75	77	77	82	82	82
34	68	74	76	76	81	81	81

Sample 4 – the Effective Age Table Report (EFFAGE.RPT)

```
*EFFAGE*          COMMUNITY SOFTWARE CONSORTIUM UPDATE EFFECTIVE AGE ERROR REPORT          01/30/02          PAGE       1

  PARCEL KEY                RECID    REASON

  500/001.0-0000-0002.0 2002      1    1950 MISSING IN EA2002
  500/001.0-0000-0004.0 2002      1    1955 MISSING IN EA2002
  500/001.0-0000-0006.0 2002      1    1966 MISSING IN EA2002
  500/001.0-0000-0008.0 2002      1    1970 MISSING IN EA2002
  500/001.0-0000-0009.0 2002      1    1949 MISSING IN EA2002


_*EFFAGE*          COMMUNITY SOFTWARE CONSORTIUM UPDATE EFFECTIVE AGE ERROR REPORT          01/30/02          PAGE       2




                        UPDATE EFFECTIVE AGE SUMMARY:


                        PARCELS READ                      10
                        RESIDENTIAL RECORDS UPDATED        2
                        COMMERCIAL RECORDS UPDATED         0
                        RESIDENTIAL RECORDS IN ERROR       5
                        COMMERCIAL RECORDS IN ERROR        0
```

Appendix B – Land Table Basics

Overview

The land tables consist of four major parts. They are:

THE LAND GROUP TABLE   (Neighborhoods & land table map)
CHAPTER 61A TABLE   (Agricultural acre values)
THE LAND RATE TABLES   (Standard lot sizes and values)
THE SIZE ADJUSTMENT TABLES (Factors for non-standard sizes)

This section will explain each of the tables and how they relate to the fields in the land record.

Initially, the land tables do not provide actual (real) neighborhoods, standard lot sizes or size adjustment factors. These are provided by the Assessor, based on market analysis of their particular community. Once the Assessor has established these values and factors, they are installed into the DOR CAMA land table.

THE LAND GROUP TABLE

The Land Group Table serves as a "road map" that tells the system where to look for the base rate and the size correction factor for each **NBHD**. In the example below the values for **NBHD** 1 are found in RATE GROUP 2.

GROUP	RATE GROUP	FRONT ADJ GROUP	DEPTH ADJ GROUP	SQFT ADJ GROUP	ACRES ADJ
NBHD-0000001	2	1	1	1	2
NBHD-0000002	2	1	1	1	1
NBHD-0000003	1	1	1	2	3
NBHD-0000004	3	1	1	3	3

Note: **NBHD 4** uses the same acreage adjustment table as **NBHD 3**.
    NBHD 1 uses the same rate group as **NBHD 2**.
    Such decisions are made by the Assessor.

CHAPTER 61A AGRIGULTURAL TABLE

 Agricultural land values are entered into the land table immediately after the Land Group Table. See sample table format on the opposite page. Chapter land valuation is explained in depth later in this appendix.

61A LANDRATE TABLE

COSTLIB   MASSACHUSETTS DOR

MNEMONIC	RATE LOOK-UP	** FRONT FOOT ** RATE FRONT DEPTH	** SQUARE FEET ** RATE STD SIZE	*** ACREAGE *** RATE STD SIZE
RATEAGR-0710	–			18300 1.00
RATEAGR-0710	H			18300 1.00
RATEAGR-0710	L			14600 1.00
RATEAGR-0710	M			16200 1.00
RATEAGR-O711	–			1200 1.00
RATEAGR-0711	H			1600 1.00
RATEAGR-0711	L			800 1.00
RATEAGR-0711	M			1200 1.00

THE LAND RATE TABLE

These tables contain the base rates (price per acre,square ft.,front ft.) for each land type (**P**rimary, **S**econdary, **R**esidual, **U**ndevelopable). The tables also contain the standard lot size (**STD SIZE**) for each land type. If the standard size contains a 0, the size correction table is not used and no size factor is applied (BASE RATE X ACTUAL SIZE = VALUE).

Within each **RATE GROUP** is the capability of having more than one base rate and standard size for each land type. These various base rates are identified as **CLASSES**.

_____

	RATE LOOKUP	**FRONT FOOT** RATE	FRONT	DEPTH	**SQUARE FOOT** RATE	STD SIZE	**ACREAGE** RATE	STD SIZE
RATEGRP-0001	01P	000	000	000	0.00	00000	**80000**	1.00
RATEGRP-0001	01R	000	000	000	0.00	00000	**2000**	0.00
RATEGRP-0001	01S	000	000	000	0.00	00000	**40000**	1.00
RATEGRP-0001	01U	000	000	000	0.00	00000	**800**	0.00
RATEGRP-0001	02P	000	000	000	**3.50**	43560	000000	0.00
RATEGRP-0001	02R	000	000	000	**0.06**	43560	000000	0.00
RATEGRP-0001	02S	000	000	000	**1.75**	43560	000000	0.00
RATEGRP-0001	02U	000	000	000	**0.02**	43560	000000	0.00
RATEGRP-0001	03P	000	000	000	**4.00**	43560	000000	0.00
RATEGRP-0001	03R	000	000	000	0.00	00000	**2500**	1.00
RATEGRP-0001	03S	000	000	000	**2.00**	43560	000000	1.00
RATEGRP-0001	03U	000	000	000	0.00	00000	**900**	1.00
RATEGRP-0001	04P	000	000	000	0.00	00000	**30000**	1.00
RATEGRP-0001	04R	000	000	000	**0.50**	43560	000000	1.00
RATEGRP-0001	04S	**015**	000	000	0.00	00000	000000	0.00

_____

The **NBHD-CLASS** field in the land record directs the system to the corresponding classes (rows) in the table. The **LAND-TYPE** (P, S, R, U) field directs the system to the matching row within the class.
   EXAMPLE: 01P =(NBHD-CLASS **1**, LAND TYPE **P**rimary)

The table above contains the following methods of valuation:

(1) Class 1 land is being valued by the ****ACREAGE**** method only. The base price per acre and the standard size (1.00) have been entered into the columns labeled:
   ****ACREAGE***
                 RATE STD SIZE

(2) - Class 2 land is being valued by the **SQUARE FOOT** method only. The base price per per square foot and the standard size (43560) have been entered into the columns labeled:
SQUARE FOOT
RATE   STD SIZE

(3) - Class 3 property uses both SQUARE FOOT and ACREAGE methods.
(4) - Class 4 uses all methods including a $15 flat rate for front feet.

In the **VALUE-METHOD** field in the land record, **A**cres, **S**quare Foot, **F**ront Foot, etc. tells the system in which column to "look" for the base value.

THE SIZE ADJUSTMENT TABLE

Below is an example of a size adjustment table as it appears in the in the land table:

(Ratio)	(Factor)
0.25	3.750
0.50	1.950
1.00	1.000
2.00	0.560
3.00	0.410
4.00	0.330
5.00	0.280
6.00	0.250
7.00	0.220
8.00	0.200
9.00	0.180
10.00	0.170

It is important to understand why size adjustment tables, ratios and factors are necessary in the calculation of some land values. It is also important to recognize that ratios and factors come from the market and are determined by the Assessor based on sales analysis.

With no size adjustment, and all else being equal, if a 1 acre building lot worth $40,000 were next to a 1½ acre building lot, the value of the 1½ acre lot would be $60,000. Such a "straight line" approach does not take into consideration the "law of diminishing returns" for the lot area over the first 1 acre. Market derived ratios and size adjustment factors account for such changes in value as size increases or decreases from the standard size.

In this land valuation system, the actual size from the land record is divided by the standard size from the rate group giving the "Ratio" as the result. This ratio is used in the Size Adjustment Table to select a factor. The factor is then used in the calculation of value as follows:

BASE PRICE X SIZE X SIZE CORRECTION FACTOR = VALUE

BASE PRICE = The base price from the rate group
SIZE = The size from the land record
SIZE CORRECTION FACTOR = The size correction factor from the size adjustment table

If interpolation is required between two increments in the factor
table, it occurs after the values are calculated, and occurs between values not factors.

FORMULATING A SIZE ADJUSTMENT TABLE

Before deciding how to formulate a size adjustment table, it is best to consider how the land has been entered into the data base, and what value method will be used for the different segments.

One option is to create a separate land record for the primary site up to the standard size. Additional land, above the standard size would be identified either as secondary, residual or undevelopable and data entered into separate records.

Another option is to include the residual land in the same record as the Primary site, and devise a size correction table to accommodate the residual land at a decreasing price per acre or square foot. The instructions in this section will demonstrate how to do this. The use of an electronic spreadsheet such as Microsoft Excel is recommended where much more data is involved. With one land record containing Primary and Residual land, Secondary and Udevelopable land would be entered into separate records.

In the following example, you have determined from your land sales and residual analysis that the following values are appropriate for land sizes from .25 acres to 1000 acres. You have also determined that the standard size is 1 acre.

Market analysis shows the following values for various sizes of land.

```
   ACRES        VALUE
    .25          75000
    .50          78000
   1.00          80000 - Primary Site
   2.00          90000 - 1st Acre residual @ 10000
   3.00          99000 - 2nd Acre residual @  9000
   4.00         107000 - 3rd Acre residual @  8000
   5.00         114000 - 4th Acre residual @  7000
   6.00         120000 - 5th Acre residual @  6000
   7.00         125000 - 6th Acre residual @  5000
   8.00         129000 - 7th Acre residual @  4000
   9.00         132000 - 8th Acre residual @  3000
  10.00         134000 - 9th Acre residual @  2000
1000.00        1124000 - All remaining Acre @ 1000
```

Using a spreadsheet, you can convert the above value conclusions into ratios and factors that make up the Size Correction Table.

HOW TO CREATE A SIZE ADJUSTMENT TABLE

The first thing you should do is create a spreadsheet to figure out the size ratio and factors that need to be entered into the size adjustment table. You start by figuring out the number of columns you need and the headings for those columns. To do this correctly you need to know the formula that generates land value. That formula is:

Land Ratio X Factor X Base Price = Land Value

The Size Adjustment table needs to know the Land Ratio and the Factors at certain points to produce land value. Since we know what our primary lot is (1 Acre), we also know our Base Value for that lot (80000). These two points of knowledge allow us to determine the two unknowns (Land Ratio and Factor). So in setting up a spreadsheet using our examples the headings should look as follows:

SIZE VALUE   RATIO FACTOR   TEST

After you have headings you enter the information that you already have. (Size and Value.) The spreadsheet should now look like the following:

SIZE	VALUE	RATIO	FACTOR	TEST
.25	75000			
.50	78000			
1.00	80000			
2.00	90000			
3.00	99000			
4.00	107000			
5.00	114000			
6.00	120000			
7.00	125000			
8.00	129000			
9.00	132000			
10.00	134000			
1000.00	1124000			

You are now ready to calculate the ratio column. The formula to do this is:

ACTUAL SIZE / STANDARD SIZE

The actual size is listed in the size column and we know from the sales analysis that the standard size (Primary Lot) is 1 acre. Taking the first row the Actual size **.25** divided by the Standard size **1 acre** gives us a ratio of **.25**. If the Standard size had been **2 acres** the ratio would have been **.125** (.25 / 2). After the calculation for each row is made the spreadsheet would look as follows.

(RATIO = ACTUAL SIZE / STANDARD SIZE)

SIZE	VALUE	RATIO	FACTOR	TEST
.25	75000	.250		
.50	78000	.500		
1.00	80000	1.000		
2.00	90000	2.000		
3.00	99000	3.000		
4.00	107000	4.000		
5.00	114000	5.000		
6.00	120000	6.000		
7.00	125000	7.000		
8.00	129000	8.000		
9.00	132000	9.000		
10.00	134000	10.000		
1000.00	1124000	1000.000		

Now you are ready to calculate the factor that will get the desired value listed under the VALUE column. The formula to do that is as follows:

VALUE / (RATIO x BASE PRICE) = FACTOR

Taking the value of the first row **75000**, you divide that by the Ratio **.250** times the base price **80000** (**20000**) giving you a FACTOR of 3.75.
Calculating the rest of the rows , the spreadsheet should look as follows.

SIZE	VALUE	RATIO	FACTOR	TEST
.25	75000	.250	3.7500	
.50	78000	.500	1.9500	
1.00	80000	1.000	1.0000	
2.00	90000	2.000	0.5625	
3.00	99000	3.000	0.4125	
4.00	107000	4.000	0.3344	
5.00	114000	5.000	0.2850	
6.00	120000	6.000	0.2500	
7.00	125000	7.000	0.2232	
8.00	129000	8.000	0.2015	
9.00	132000	9.000	0.1833	
10.00	134000	10.000	0.1675	
1000.00	1124000	1000.000	0.1405	

At this point you should test these factors to make sure you are getting the results you want. To do this you use the formula the cost program uses:

RATIO X FACTOR X BASE PRICE = LAND VALUE

Using the first row the Ratio **.250** times the Factor **3.75** times the Base Price **80000** gives us **75000**, the same value as the VALUE column in the spreadsheet. After the calculations are made for each row the spreadsheet looks as follows.

SIZE	VALUE	RATIO	FACTOR	TEST
.25	75000	.250	3.7500	75000
.50	78000	.500	1.9500	78000
1.00	80000	1.000	1.0000	80000
2.00	90000	2.000	0.5625	90000
3.00	99000	3.000	0.4125	99000
4.00	107000	4.000	0.3344	107008
5.00	114000	5.000	0.2850	114000
6.00	120000	6.000	0.2500	120000
7.00	125000	7.000	0.2232	124992
8.00	129000	8.000	0.2016	120024
9.00	132000	9.000	0.1833	131976
10.00	134000	10.000	0.1675	134000
1000.00	1124000	1000.000	0.0141	1128000

* **IN SOME CASES ROUNDING OF FACTORS WILL CASE A SLIGHT DEVIATION IN DESIRED RESULT.**

Now you have the factors and ratios that you can manually enter into the Cost Land Table.