



LA-3 Upload Guide

DLS Gateway

Division of Local Services Gateway

Tracking | Certification | Taxrate | Balance Sheet | Schedule A | District Taxrate | District Balance Sheet | **LA-3** | Misc Forms | MDM | Directory | Licensee | Provider | Legal | Other Apps | Corp Book | Security | Admin

LA-3 Upload Program

Search/Update/Delete

Bulk Upload

Single Record Upload

Sign and Submit LA-3 Data LA-15

LA-3 Process

Quartile Report

Valuation Summary Report

Final Statistics Approval - Cert

LA-3 EQV Process

Copy Sales to EQV

View/Edit EQV

Residential EQV Ratios

C & I EQV Ratios

Upload Chapter 121A

View 121A/Growth/EGP

View/Approve EQV

View LA-19

View All LA-19

County Tax Computation Report

Legislative Report

Reports

View Reports

View Summary Report

View Cert. Communities

LA-3

LA3

FAQ's

Question

▶ After I re-upload corrected data, why do I still see the bad data when I do a Search?

▶ Can I use an LA3 Excel template file from a prior year?

▶ If I leave before my upload file has been processed, will I lose all my sales?

▶ How long should an upload take?

▶ I'm having a problem uploading. Whom do I call for help?

Edit Help

LA3 Bulk Upload Tips

Please download and use BLA's [LA3 Upload Template](#) (Excel) to upload sales data to Gateway. All data validation is done by Gateway, therefore the template does not include macros or buttons to "clean" the data. You must use this template to upload data.

When uploading, **be sure to select the correct Date Range** for the sales in your Excel file. Your sales must match one of the 3 acceptable ranges on the Upload page; click the radio button that applies to your sales. For detailed information on uploading sales, see BLA's [LA3 Upload Tips guide](#).

The LA-3 Upload Service will process your file in the background, and you will receive an email when your data has been fully uploaded. Sales will be displayed on the Bulk Upload screen after processing; you may correct sales with data problems and re-process those sales, or you can delete the file, edit the sales in Excel and try the upload again.

Need assistance or guidance? Click here to find contact information (email and phone number) for [your community's BLA community advisor](#).

New Features for FY 2019

New LA-3 Sort Options: Two useful new filter options have been added to the LA3 Search/Update/Delete page:

- **Repeat Sales Only** displays multiple sales of the same property occurring during the time period under review. This highlights sales where the NAL code "R" might be appropriate.
- **Duplicate Names Only** displays sales where the Buyer and Seller have the same or similar names but the sale has not been coded as non-valid.

Quartile Reports: these reports are now available in interim years as well as certification years. Running these reports in all years will provide detailed information about how effectively local valuation models are working. Quartile Reports are available in the LA-3 Process section; contact your local account administrator or DLS Gateway Support if you need access to this section.

Looking for more information on **property codes, sales report specifications or the LA-3 process**? BLA's [Property Type Classification Code Booklet](#) contains the latest guidance from BLA.

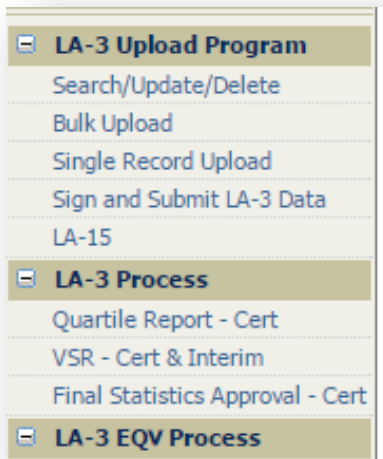
Tips for deleting sales:

- If you uploaded but have not yet saved your sales (if they are still visible on the Upload screen) you can simply delete the Excel file and re-upload.
- If you saved your sales (they are no longer visible on the Upload page and you can see them in the Search/Update/Delete page) you must delete them from Search/Update/Delete first, then go to Upload and remove your Excel upload file. You can then upload a new file and start over.

Need assistance or guidance? Click here to find contact information (email and phone number) for [your community's BLA community advisor](#).

Downloadable Template

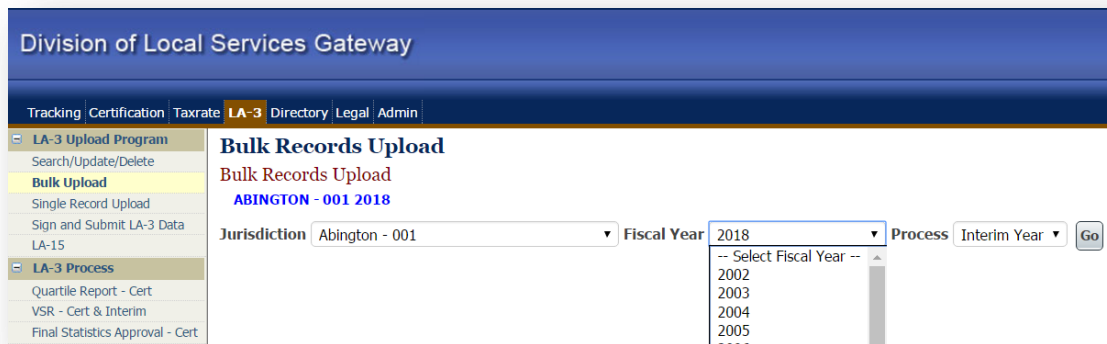
Click here to download the [LA-3 Sales Bulk Upload Excel template](#).



Gateway's LA-3 module allows the uploading of sales data using an Excel template. Download the template from the LA-3 landing page or the LA-3 Bulk Upload page. This is the only acceptable format for uploading data.

The structure of the LA-3 submission is the same for both Certification and Interim Year.

Using Bulk Upload



To begin the bulk upload process, go to the Bulk Upload screen. The current Fiscal Year will be selected by default; if you wish to upload data for the next year, choose the year from the drop-down list.

Bulk Records Upload

Bulk Records Upload

Status: LA-3 Interim Year : NO STATUS FOUND

TaxRate - Interim Year Adjustment : NO STATUS FOUND

CHESTERFIELD - 060 2019

Jurisdiction Fiscal Year Process

Date Range: ☒ 1/1/2017 - 12/31/2017 ☐ 1/1/2016 - 12/31/2017 ☐ 7/1/2016 - 6/30/2018

[Download the LA3 Excel template file](#)

[Download BLA's LA3 requirements, instructions and classification codes](#)

Select Document No file chosen

Select the Date Range for the sales in your Excel template file.

If you are uploading only one year of sales for all classes, select the first radio button which will display a one year range based on the chosen fiscal year (for example, FY 2019 will display 1/1/2017 – 12/31/2017).

If you are uploading two years of sales for **any class** then select the appropriate two year range of sales. (either Base Year and Prior Year, or 6 months prior to the Base Year plus Base Year plus 6 months after the Base Year.)

CHESTERFIELD - 060 2019

Jurisdiction Fiscal Year Process

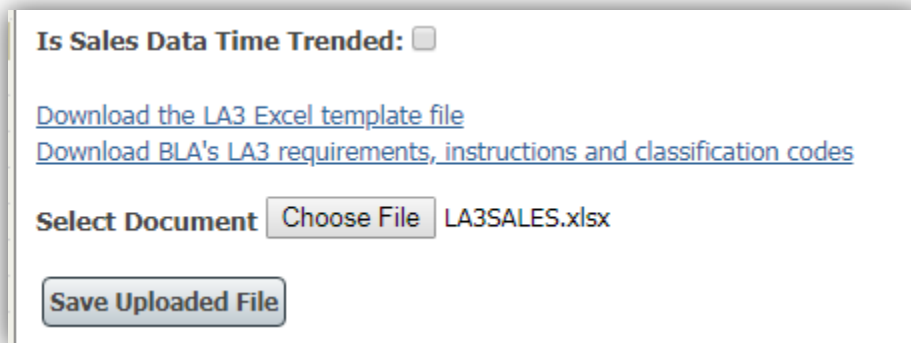
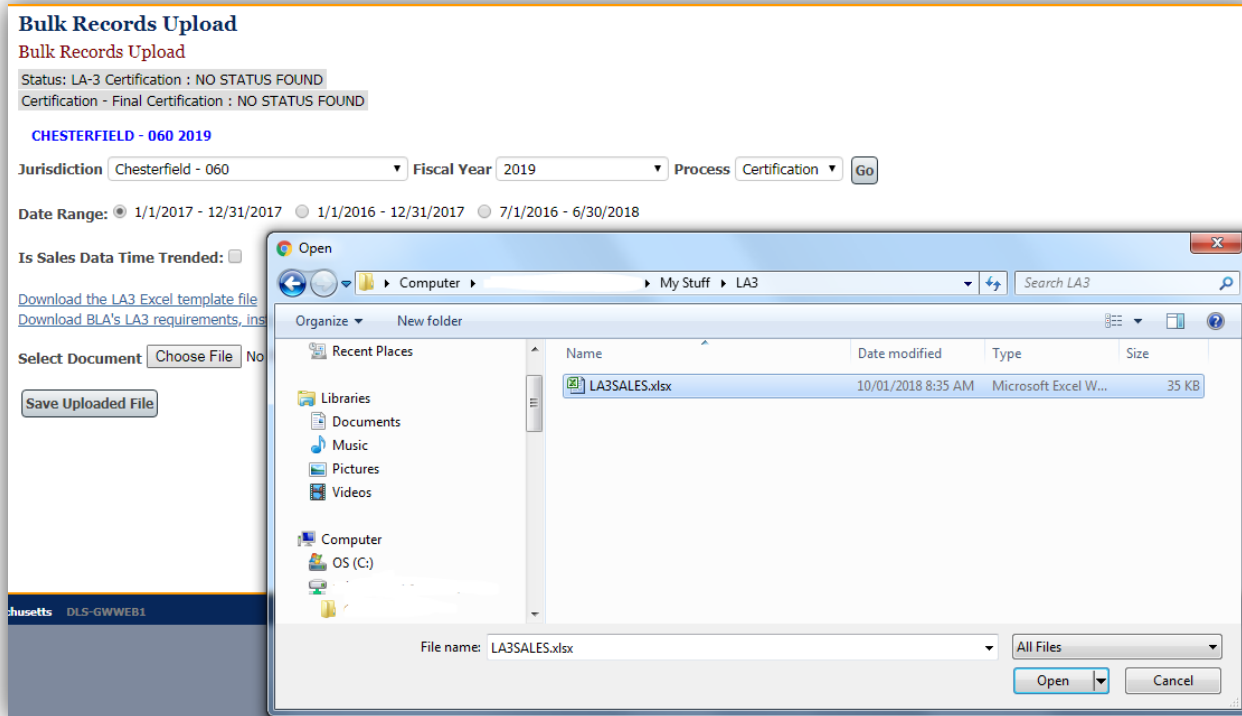
Date Range: ☒ 1/1/2017 - 12/31/2017 ☐ 1/1/2016 - 12/31/2017 ☐ 7/1/2016 - 6/30/2018

Is Sales Data Time Trended: ☐

Select Document No file chosen

If your sales are time trended, check the “Is Sales Data Time Trended” check box.

After selecting the appropriate date range and, if applicable, the Time Trend option, select a file to upload. The button will be labeled “Choose File” in the Chrome Web browser; Internet Explorer uses “Browse.”




Browse to and select an LA3 Excel file to upload.

The selected file name will appear next to the Select Document button.

Click the "Save Uploaded File" button to begin the upload.

Bulk Records Upload

Bulk Records Upload

 Your file has been uploaded and is waiting to be processed. You can delete this file if required.

Gateway will display a message saying the upload is in progress.

Uploads typically take less than a minute, but may take longer for a large number of sales.

You will receive an email when the file is processed. Please make sure your email address is correct in Local Officials Directory.

If a problem occurs during processing, the email will contain a technical description of the issue.

Contact your BLA community advisor or DLS IT Support (617) 626-2350 or email DLSGateway@dor.state.ma.us for assistance with error messages.

Bulk Records Upload

Bulk Records Upload

ABINGTON - 001 2018

Jurisdiction Fiscal Year Process

If you stay on the Upload page:

Click Go periodically to refresh the screen and the status message. Your sales will appear once processing is complete.

Bulk Records Upload

Bulk Records Upload

Status: LA-3 Interim Year : NO STATUS FOUND

TaxRate - Interim Year Adjustment : NO STATUS FOUND

MARBLEHEAD - 168 2017

Jurisdiction: Marblehead - 168 Fiscal Year: 2017 Process: Interim Year Go

Date Range: ☐ 1/1/2015 - 12/31/2015 ☒ 1/1/2014 - 12/31/2015 ☐ 7/1/2014 - 6/30/2016

Is Sales Data Time Trended: ☐

[Download the LA3 Excel template file](#)

[Download BLA's LA3 requirements, instructions and classification codes](#)

File Name: Marblehead Test LA3.xlsx

File Upload Date: 7/26/2016 10:19:45 AM

Status: Completed

Remarks:

[Delete Uploaded File](#)

Correct Record(s): 860

Show 30 entries

Jur Code	Sale Date	Parcel Id	Seller	Buyer	St Num	St Alpha	St Name	Current Yr Use Code	Current Yr NAL Code	Sale Price	Prior Assessed Value	Cu
168	1/7/2014	36_108_	VOLZ WALTER O TR	JNO HOLDINGS LLC	84		ROUTE 28	332	C	455000	321600	321600
168	1/21/2014	19_1_C16_	MERRILL AVENUE CORP	HUMBERT GILBERT F	135		SOUTH SHORE DR UNIT 1	301	C	140000	131800	131800
168	1/23/2014	121_96_	LARRABEE SUSAN	SRIHADI TRI K	0		WILLOW ST	130		183000	151200	151200
168	1/28/2014	143_110.1_	HAYES G HOWARD	WESTERLY HOLDINGS LLC	927		ROUTE 6A	031		615000	609900	609900
168	1/31/2014	61_60_C6_	CASSELLA CHARLES D TR	RAPOZA JOHN M	1376		BRIDGE ST UNIT 6	301	C	220000	225300	225300
168	2/10/2014	22_215.2_	VITALI SAMUEL A TR	DISIPPO ANTHONY G	47		FRANKLIN ST EXT	130	U	132000	166600	166600
168	3/14/2014	33_70.1_	MURPHY PAUL F TR	MACHIN LLC	822		ROUTE 28	301	U	11600000	3040600	3040600
168	3/27/2014	61_60_C11_	SOLO REALTY LLC	BARKER STEPHEN F	1376		BRIDGE ST UNIT 11	301	L	200000	224000	224000
168	4/11/2014	31_35_C1_	PRINCE ADAM	SAKOVICH SONIA	503		ROUTE 28 UNIT 1	301	C	43000	85600	0
168	4/17/2014	87_23_CA3_	THE NUBAR SOUTH YARMOUTH RLTY LLC	BOB ROBERT K	21		FRUEAN AVE UNIT A3	402		152500	151000	151000
168	5/16/2014	29_152_	GLADE KATHRYN K TR	O'REILLY JOSEPH G	9		WEBSTER RD	130	V	480000	172900	172900
168	5/16/2014	29_154_	KINSMAN ELEANOR V	O'REILLY JOSEPH G	0		WEBSTER RD	132	V	480000	23500	23500
168	5/20/2014	17_136_C22_	MCMANUS ALLYN	MANSER GARY	184		SOUTH SEA AVE UNIT 22	301	C	172000	173600	173600

The Status message will change to “Completed” when the upload is finished.

Records containing data that does not meet BLA standards will be listed separately in an Incorrect Records section above the Correct Records. The data that does not meet standards will be shown with a red border. You can edit the problematic data and click the Reprocess Incorrect Records button to immediately correct and upload the sales that failed.

Correct Record(s): 860

Show 30 entries

Jur Code	Sale Date	Parcel Id	Seller	Buyer	St Num	St Alpha	St Name	Current Yr Use Code	Current Yr NAL Code	Sale Price	Prior Assessed Value	Current Assessed Value	
168	1/7/2014	36_108__	VOLZ WALTER O TR	JNJ HOLDINGS LLC	84		ROUTE 28	332	C	455000	321600	321600	0.
168	1/21/2014	19_1_C16_	MERRILL AVENUE CORP	HUMBERT GILBERT F	135		SOUTH SHORE DR UNIT 1	301	C	140000	131800	131800	0.
168	1/23/2014	121_96__	LARRABEE SUSAN	SRIHADI TRI K	0		WILLOW ST	130		183000	151200	151200	0.
168	1/28/2014	143_110.1__	HAYES G HOWARD	WESTERLY HOLDINGS LLC	927		ROUTE 6A	031		615000	609900	609900	0.
168	1/31/2014	61_60_C6_	CASSELLA CHARLES D TR	RAPOZA JOHN M	1376		BRIDGE ST UNIT 6	301	C	220000	225300	225300	1.
168	2/10/2014	22_215.2__	VITALI SAMUEL A TR	DISIPIO ANTHONY G	47		FRANKLIN ST EXT	130	U	132000	166600	166600	1.
168	3/14/2014	33_70.1__	MURPHY PAUL F TR	MACLYN LLC	822		ROUTE 28	301	U	11600000	3040600	3040600	0.
168	3/27/2014	61_60_C11_	SOLO REALTY LLC	BARKER STEPHEN F	1376		BRIDGE ST UNIT 11	301	L	200000	224000	224000	1.
168	4/11/2014	31_35_C1_	PRINCE ADAM	SAKOVICH SONIA	503		ROUTE 28 UNIT 1	301	C	43000	85600	0	0
168	4/17/2014	87_23_CA3_	THE NUBAR SOUTH YARMOUTH RLTY LLC	BOB ROBERT K	21		FRUEAN AVE UNIT A3	402		152500	151000	151000	0.
168	5/16/2014	29_152__	GLADE KATHRYN K TR	OREILLY JOSEPH G	9		WEBSTER RD	130	V	480000	172900	172900	0.
168	5/16/2014	29_154__	KINSMAN ELEANOR V	OREILLY JOSEPH G	0		WEBSTER RD	132	V	480000	23500	23500	0.
168	5/20/2014	17_136_C22_	MCMAHUS ALLYN	MANSER GARY	184		SOUTH SEA AVE UNIT 22	301	C	172000	173600	173600	1.
168	5/21/2014	98_101__	MURPHY BRUCE TRS	A and M FAMILY LIMITED PARTNERSHIP	37		HUNTINGTON AVE	316	I	1280000	626200	626200	0.
168	5/23/2014	43_20__	RUDDEN GORDON C	CHURCHILL FREDERIC E	43		CARRIE LN	106		160000	168000	168000	1.
168	6/10/2014	25_335_C7_	KRUEGER RUTH E	HOWES JEFFREY ALLEN	166		SEAVIEW AVE UNIT 7	301	C	153500	132600	132600	0.
168	1/2/2014	30_22.1_C214_	FOWLER CRAIG	FOWLER CRAIG J	343		ROUTE 28 UNIT 214	301	H	8500	35200	35200	4.
168	7/15/2014	121_19__	GORDON BENJAMIN D TR	LAKIS STEPHEN	11		EAGLE LOOP	132	V	690000	23600	23600	0.
168	7/22/2014	28_85__	NATHAN JOSEPH F	RINES STEVEN M TR	2		CARLETON ST	132	H	7100	8600	9400	1.
168	8/8/2014	34_203__	SPERA BARBARA A	DADAK CHRISTOPHER	9		BRADDOCK ST	132	V	215000	110600	11100	0.
168	8/11/2014	124_57__	LEEMILTS PETROLEUM INC	NICK AND JAY ENTERPRISES INC	472		ROUTE 6A	334	C	564000	357000	357000	0.
168	8/25/2014	32_85_C19_	HATCHELL JOHN R JR	GROENEVELD ERIK	638		ROUTE 28 UNIT 19	301	C	91500	88700	88700	0.
168	8/29/2014	30_22.1_C165_	TUCHSCHNEIDER HERBERT	BENNETT CHARLES S JR	343		ROUTE 28 UNIT 165	301	C	44000	34700	34700	0.
168	9/3/2014	20_5__	GOTTFRIED DAVID J	GOTTFRIED DAVID J	0		RACHEL RD	132	A	600000	7100	7100	0.
168	9/3/2014	20_5__	HARRISON S EDWARD S TR	GOTTFRIED DAVID J	0		RACHEL RD	132	V	600000	7100	7100	0.
168	9/10/2014	122_44__	BALBONI JEFFREY H	BETTIS RICHARD LYNN	194		ROUTE 6A	325		240000	210000	210000	0.
168	9/26/2014	143_111_CY_	CHAPTER TWO LLC	LINDAUER JOSHUA TR	923		ROUTE 6A UNIT Y	340	U	258900	142400	142400	0.
168	9/26/2014	87_23_CA2_	THE NUBAR SOUTH YARMOUTH RLTY LLC	JBL LLC	21		FRUEAN AVE UNIT A2	402		155000	151600	151600	0.
168	9/30/2014	26_64__	TIGHE ROBERT J TRS	CITRANO JOHN A	9		MAYO RD	130		200000	241400	241400	1.
168	10/2/2014	36_113.1__	N A	DOW PROPERTIES LLC	91		ROUTE 28	301	I	244278	859700	859700	3.

Showing 1 to 30 of 860 entries

1 2 3 4 5 ... 29 Next

Save Sales Data


168	10/2/2014	36_113.1__	N A
Showing 1 to 30 of 860 entries			
1 2 3 4 5 ... 29 Next			
Save Sales Data			

To permanently save all data shown as Correct, click the “Save Sales Data” button at the bottom of the screen.

This action saves the Correct sales to the LA3 tables and finalizes the bulk upload process. Incorrect sales are not saved.

Bulk Records Upload

Bulk Records Upload

 Correct data saved successfully. Duplicate records have been updated. LA15 generated.

Status: LA-3 Interim Year : FORM ENTERED
TaxRate - Interim Year Adjustment : NO STATUS FOUND

MARBLEHEAD - 168 2017

Jurisdiction Marblehead - 168 Fiscal Year 2017 Process Interim Year Go

Date Range: ☐ 1/1/2015 - 12/31/2015 ☒ 1/1/2014 - 12/31/2015 ☐ 7/1/2014 - 6/30/2016

Is Sales Data Time Trended: ☐

[Download the LA3 Excel template file](#)
[Download BLA's LA3 requirements, instructions and classification codes](#)

File Name: Marblehead Test LA3.xlsx

File Upload Date: 7/26/2016 10:19:45 AM

Status: Completed

Remarks:

Delete Uploaded File

At the end of the process you will receive a notice that the data has been saved, and in an interim year, that the LA15 has been generated.

How to delete all sales and start over

LA-3 Search/Update/Delete
LA-3 Search/Update/Delete
Status: LA-3 Certification : FORM SUBMIT
Certification - Final Certification : NO STATUS FOUND

NAHANT - 196 2018

Jurisdiction: Nahant - 196 Fiscal Year: 2018 Process: Certification

Parcel Id:
Sale Date From: (mm/dd/yyyy) Sale Date To: (mm/dd/yyyy)
Sale Price From: Sale Price To:
Buyer Name: Seller Name:
Current Year ASR From: To: Is Time Trended Only ☐
Street Name:

Class: [Property Type List](#) [Property Group](#)
MULTIPLE USE
RESIDENTIAL
OPEN SPACE
COMMERCIAL

012
013
014
016

013
031
013 & 031
013-043

Current Year NAL Code:
Valid Sales - Code is Blank
Invalid Sales - NAL Sales
A
A1

To delete all sales, click Search without selecting any criteria, then click Delete Searched Data. Remember to also delete the stored Excel file on the Bulk Upload screen.

If you need to upload a new LA3 after saving uploaded sales, you must first delete the existing LA3 data in order to upload new information.

Steps:

1. Search for and Delete existing sales in the Search/Update/Delete screen.
2. Remove any files in the Bulk Upload screen.
3. Select and upload a new file.

If you have already signed and submitted the LA3, you must contact BLA or DLS IT Support to unlock the LA3 form in order to delete sales. You cannot delete sales if the form status is Form Submit.



Assistance with LA3 Sales

Bureau of Local Assessment BLADATA@dor.state.ma.us

Or contact your community's BLA Community Advisor.

A list of community advisors with contact information can be found here:

<https://www.mass.gov/media/1881496/download>

For technical problems including error messages or trouble logging in, or to obtain an account contact

DLS IT/Gateway Support 617-626-2350 DLSGateway@dor.state.ma.us

The LA3 Sales Upload Template can be downloaded by clicking here:

<https://www.mass.gov/media/1586221/download>