Electronic Filing of Small Claim Assessment Review Petitions
Load File Field Descriptions

FORMAT REQUIREMENTS: Small Claim Assessment Review Petition Automated Data Transfer Program.

Prepare the file using the following conventions:

1. ASCII

2. Field delimiter semicolon(;), comma(,).
Example: "Smith";
File should not include a header.

3. Maximum allowed file size, 1,000 records

NOTE: Use Fields 102 & 123 to include any Additional information on Petition or to explain in detail a particular field.

	NAME	FIELD DESCRIPTION	TYPE	LENGTH	DEFAULT	COMMENTS
1	SupremeCountyOf	County	Text	20	Required	
2	FilingNumber	AR/ER Filing Number to be assigned by County Clerk	Numeric	15	Not Req	(Should be blank for upload)
3	CalendarNumber	Assigned by Supreme Court	Numeric		Not Req	(Should be blank for upload)
4	AssessingUnit	Assessing Unit	Text	45	Required	
5	AssessCompletionDate	Assessment Completion Date	Date		Not Req	MM/DD/YYYY
6	AssessValuationTotal	Assessment Valuation Total	Numeric	10	Required	
7	AssessExempt	Assessment Exempt Amount	Numeric	10	Not Req	
8	AssessTaxable	Assessment Taxable Assessed Value	Numeric	10	Not Req	
9	FilingPetitionDate	Date of Filing (or mailing) Petition	Date		Required	MM/DD/YYYY = Transmission Date
10	OwnerOneFirstName	First Name Owner One of Property	Text	20	Required	Do not use non-alphanumeric other than dashes - hyphens

11	OwnerOneMiddleName	Middle Name Owner One of Property	Text	20	Not Req	
12	OwnerOneLastName	Last Name Owner One of Property	Text	60	Required	Do not use non-alphanumeric other than dashes - hyphens
13	OwnerOneSuffix	Suffix Owner One of Property	Text	10	Not Req	
14	OwnerTwoFirstName	First Name of Owner Two of Property	Text	20	Not Req	Do not use non-alphanumeric other than dashes - hyphens
15	OwnerTwoMiddleName	Middle Name of Owner Two of Property	Text	20	Not Req	
16	OwnerTwoLastName	Last Name of Owner Two of Property	Text	60	Not Req	Do not use non-alphanumeric other than dashes - hyphens
17	OwnerTwoSuffix	Suffix of Owner Two of Property	Text	10	Not Req	
18	OwnerOneAddress1	Address 1 of Owner One	Text	50	Required	
19	OwnerOneAddress2	Address 2 of Owner One	Text	50	Not Req	
20	OwnerOneCity	City of Owner One	Text	20	Required	
21	OwnerOneState	State of Owner One	Text	2	Required	
22	Owne OneZipCode	Zip Code of Owner One	Numeric	12	Required	
23	OwnerOneTelephone	Telephone of Owner One	Text	15	Not Req	
24	RepName	Representative Name	Text	40	Required	
25	RepAddr1	Representative Address 1	Text	40	Required	
26	RepAddr2	Representative Address 2	Text	40	Not Req	
27	RepCity	Representative City	Text	40	Required	
28	RepState	Representative State	Text	2	Required	
29	RepZip	Representative Zip Code	Text	5	Required	
30	RepTel	Representative Telephone	Text	15	Not Req	
31	PAR-ID	SSBBBBBLLLLSBBBBBBUUUUU	Text	23	Required	
32	DistrictNumber	District Number	Text	10	Not Req	Required in SUFFOLK County
33	SectionNumber	Section Number	Text	10	Required	
34	BlockNumber	Block Number	Text	10	Required	
35	LotNumber	Lot Number	Text	12	Required	
36	PropertyItemNum	Property Item Number	Numeric	10	Not Req	

37	PropertyAddr1	Property Address 1	Text	50	Required	
38	PropertyAddr2	Property Address 2	Text	50	Not Req	
39	PropertyCity	Property City	Text	40	Required	
40	PropertyState	Property State	Text	2	Required	
41	PropertyZip	Property Zip	Text	12	Required	
42	ComplaintAssessTotal	Total Assessment	Numeric	10	Not Req	
43	ComplaintExempt	Exempt Amount	Numeric	10	Not Req	
44	ComplaintTaxable	Taxable Assessment	Numeric	10	Not Req	
45	CalcSpcAssessUnit	Calculation of Equalized Value - Property is **not** in a Special Assessing	Text	1	Not Req	Value 1 or 2
46	CalcNonScpAssessed	Calculation of Equalized Value - Assessed Value	Numeric	10	Not Req	Same as AssessValuationTotal above
47	CalcNonSpcEqRate	Calculation of Equalized Value - Equalization Rate	Numeric	6.4	Not Req	
48	CalcNonSpcEqVal	Calculation of Equalized Value - Equalized Value	Numeric	10	Not Req	
49	CalcSpcEqAssessed	Calculation of Equalized Value - Assessed Value	Numeric	10	Not Req	Same as AssessValuationTotal above
50	CalcSpcEqClassOne	Class One Ratio	Numeric	6.4	Not Req	
51	CalcSpcEqVal	Equalized Value	Numeric	10	Not Req	
52	CalcExceeds	Equalized Value exceeds $450,000	Text	1	Not Req	Y/N (Y=X N=Blank)
53	CalcXcdAssessVal	Equalized Value exceeds $450,000 - Assessed Value	Numeric	10	Not Req	
54	CalcXcdResult	Equalized Value exceeds $450,000 - Result	Numeric	10	Not Req	Rounded off
55	UneqAssess	Unequal Assessment	Text	1	Not Req	Y/N (Y=X N=Blank)
56	UneqAssessAvgOf	Avg of Property on Assessment Roll	Text	1	Not Req	Values A or B
57	UneqAssessFullMkt	Full Market Value of Property	Numeric	10	Required	Claimed Market Value
58	UneqAssessShouldBePct	Percentage Petitioner believes the Property should be Assessed at	Numeric	6.4	Not Req	

59	UneqAssessState	State Equalization Rate for the Assessing Unit	Text	1	Not Req	Y/N (Y=X N=Blank)
60	UneqAssessLtstEq	State Equalization Rate	Numeric	6.4	Not Req	
61	UneqAssessRes	Residential Assessment Ratio for the Assessing Unit	Text	1	Not Req	Y/N (Y=X N=Blank)
62	UneqAssessResRatio	Residential Assessment Ratio	Numeric	6.4	Not Req	
63	UneqAssessSample	Recent Sales Prices	Text	1	Not Req	Y/N (Y=X N=Blank)
64	UneqAssessStmt	Statements of the Assessor	Text	1	Not Req	Y/N (Y=X N=Blank)
65	UneqAssessPlcdRoll	Statements of the Assessor Rate	Numeric	6.4	Not Req	
66	UneqAssessReduceTo	Total Assessment should be reduced to	Numeric	10	Required	This is the requested Assessed Value
67	ExcsAssess	Excessive Assessment	Text	1	Not Req	Y/N (Y=X N=Blank)
68	ExcsAssessType	Excessive Assessment Type	Text	1	Not Req	Values 1 or 2 to indicate which box to check
69	ExcsAssessTotalVal	Excessive Assessment Total Value	Numeric	10	Not Req	
70	ExcsAssessReduceTo	Excessive Assessment Reduced To	Numeric	10	Not Req	
71	ExcsAssessExmpDenied	Excessive Assessment Exemption Denied	Text	20	Not Req	
72	ExcsAssessClaimed	Excessive Assessment Claimed	Numeric	10	Not Req	
73	ExcsAssessGranted	Excessive Assessment Granted	Numeric	10	Not Req	
74	InfoSuppPurch	Information to Support Purchase Price	Text	1	Not Req	Y/N (Y=X N=Blank)
75	InfoSuppPurchPrice	Purchase Price	Text	30	Not Req	entry Requested
76	InfoSuppPurchDate	Information to Support Purchase Price - Date	Date		Not Req	MM/DD/YYYY
77	InfoSuppPurchRel	Information to Support Purchase Price - Relationship	Text	20	Not Req	
78	InfoSuppSale	If property has been recently offered for sale	Text	1	Not Req	Y/N (Y=X N=Blank)
79	InfoSuppSaleWhen	When and for how long	Text	50	Not Req	
80	InfoSuppSaleHow	How Offered	Text	50	Not Req	
81	InfoSuppSaleAsking	Asking Price	Numeric	10	Not Req	
82	InfoSuppAppr	Information on Recent Appraisal	Text	1	Not Req	Y/N (Y=X X=Blank)

83	InfoSuppApprWhen	When Appraised	Date		Not Req	MM/DD/YYYY
84	InfoSuppApprWhom	Appraised by Whom	Text	50	Not Req	
85	InfoSuppApprPurpose	Purpose of Appraisal	Text	20	Not Req	
86	InfoSuppApprValue	Appraised Value	Numeric	10	Not Req	
87	InfoSuppRemod	Information on Recent Remodeling	Text	1	Not Req	Y/N (Y=X N=Blank)
88	InfoSuppRemodYear	Year Remodeled	Numeric	4	Not Req	Four digit year
89	InfoSuppRemodStart	Date Remodeling Commenced	Date		Not Req	MM/DD/YYYY
90	InfoSuppRemodEnd	Date Remodeling Completed	Date		Not Req	MM/DD/YYYY
91	InfoSuppRemodCost	Cost of Remodeling	Numeric	10	Not Req	
92	InfoSuppInsur	Information on Insurance	Text	1	Not Req	Y/N (Y=X N=Blank)
93	InfoSuppInsurAmt	Insured Amount	Numeric	10	Not Req	
94	InfoSuppInsurName	Insurance Company Name	Text	20	Not Req	
95	InfoSuppInsurPolicy	Insurance Policy Number	Text	20	Not Req	
96	InfoSuppPurchComp	Information on Purchase Price	Text	1	Not Req	Y/N (Y=X N=Blank)
97	InfoSuppPurchCompPrice	Purchase Price of Comparable Property(ies) Recently Sold	Numeric	10	Not Req	
98	TaxDistCounty	Taxing District - County	Text	20	Not Req	
99	TaxDistTown	Taxing District - Town	Text	20	Not Req	See List for specific county
100	TaxDistVillage	Taxing District - Village	Text	25	Not Req	See List for specific county
101	TaxDistSchool	Taxing District - School District	Text	25	Not Req	See List for specific county
102	Additional_Information	Additional Information	Text	255	Not Req	Use for any additional information on petition or other data field.
103	DesigPetitioner	Designating Petitioner	Text	50	Not Req	
104	DesigCompany	Designating Petitioner Company	Text	50	Not Req	
105	DesigYear	Designating Petitioner Year	Text	10	Not Req	
106	DesigAssessUnit	Designating Petitioner Assessing Unit	Text	20	Not Req	
107	Signing Owner Name	Signing Owner Name	Text	50	Not Req	
108	DesigDate	Date Signed	Date		Not Req	MM/DD/YYYY

109	AssessValReduc		Numeric		Not Req	(Should be blank for upload)
110	CorrectedAssessVal		Numeric		Not Req	(Should be blank for upload)
111	FinalStatus		Text	1	Not Req	**C**ancelled **W**ithdrawn **J**udgment - should be blank for upload
112	REP-CODE		Numeric	6	Required	
113	County-City-Village Code		Numeric	3	Not Req	See list for Valid Codes
114	Arscarp_Num_Issue_Date	Date Filed / Number issued by court	Date		Not Req	Blank for Upload
115	Scarp_Year		Text	25	Required	=Roll Year / Required
116	AR/Scarp #		Text	12	Not Req	(Should be blank for upload)
117	VendorIndex		Text	25	Not Req	ID # from vendor's system (for vendor use)
118	Lot Suffix		Text	1	Not Req	
119	Building		Text	6	Not Req	use for condo
120	Unit		Numeric	5	Not Req	use for condo
121	Number of Additional Lots		Numeric	2	Not Req	Total number of additional lots
122	Additional Lots		Text	100	Not Req	For Lot grouping -may contain up to 17 lots. Separate lots by a space or hyphen
123	AdditionalInformation2		Text	255	Not Req	Use for any additional information on petition or other data field.
124	IndivNameOfRep	Name of Owner or Representative	Text	40	Not Req	Individual Name of Representative Signing Certification
125	FirmUserId	Firm/User Additional Info	Text	40	Not Req	Not used by court