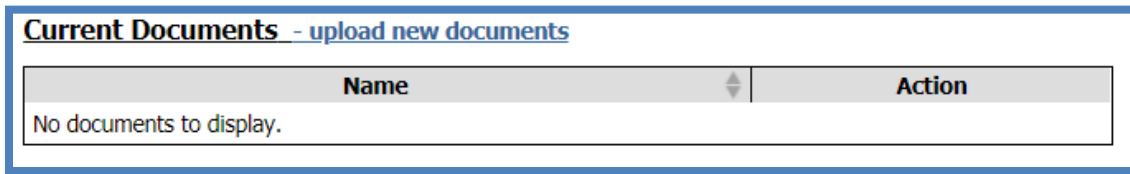


Template for reporting New Growth

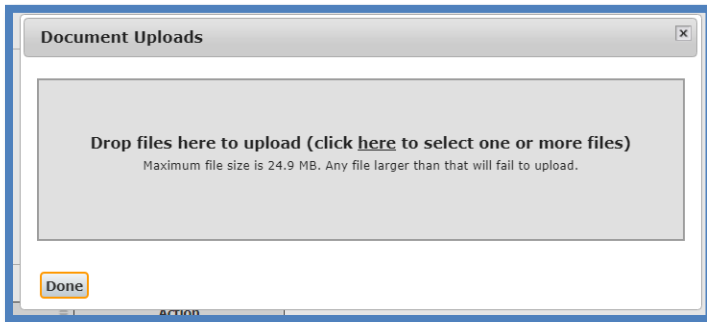
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Parcel ID	Loc ID	Street #	Street Alpha	Street Name	Class	Optional Flag/Code	Reason for Growth	Amount of Growth Residential	Amount of Growth Commercial / Personal	Amount of Growth Industrial	Amount of Growth Chapter	Amount of Growth Open Space Chapter	REVIEW	Property Class	New Growth Valuation
														SINGLE FAMILY (101)	0
														CONDOMINIUM (102)	0
														TWO & THREE FAMILY (104 & 105)	0
														MULTI - FAMILY (111-125)	0
														VACANT LAND (130-132 & 106)	0
														ALL OTHERS (103, 109, 012-018, 140)	0
														TOTAL RESIDENTIAL	0
														OPEN SPACE	0
														OPEN SPACE - CHAPTER 61.61A, 61E	0
														TOTAL OPEN SPACE	0
														COMMERCIAL	0
														COMMERCIAL - CHAPTER 61.61A, 61E	0
														TOTAL COMMERCIAL	0
														INDUSTRIAL	0
														PERSONAL PROPERTY	0
														TOTAL REAL & PERSONAL	0

The template, as seen above, should be used in reporting “New Growth” for the LA-13. This file should be uploaded into Gateway, on the LA-13 page, in the “Current Documents” section:

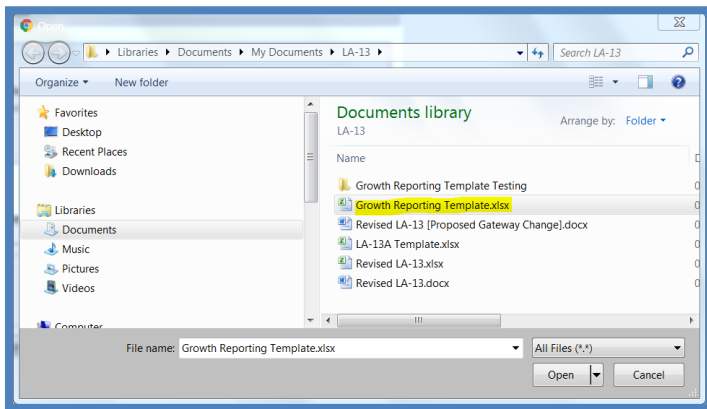


Uploading the New Growth Template to LA-13 can be accomplished in the same way as uploading any additional documentation into Gateway.

When the user clicks on “[upload new documents](#)”, instructions appear:



The user can either drag a file from their computer onto the instructions box or *click on “(click here to select one or more files)”* - this will lead the user to their computer files where the proper file can be selected for upload.



Template for reporting New Growth

Completing the Template

Parcel ID	Loc ID	Street #	Street Alpha	Street Name	Class
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The "Parcel ID", "Loc ID", "Street #", "Street Alpha", "Street Name" and "Class" should have the same formats as used on the LA-3. It is important to NOTE that the Use Code or "Class" must be in the required format for the LA-3 state class code. The Class must be **three digits only**. Additionally, the field must be **TEXT**.

From our "Property Type Classification Codes, Non-arm's Length Codes and Sales Report Spreadsheet Specifications":

Column Heading	Description	Format
parcel_id	Community identification	No special format – up to 30 Characters*
Location ID	Location ID - GPS Based	Alpha/Numeric – up to 255 Characters*
st_num	Street number of the property	Numeric – up to 10 digits
st_alpha	For any text character part of st_num	Text Column up to 5 Characters
st_name	Name of the street, road etc.	Maximum Length – 40 Characters
Class	prop_type_id	State use code of property
		Text column – 3 Characters **

Optional
Flag /
Code

This space may be used for Flags or Codes particular to individual CAMA systems to identify growth items.

Reason for Growth

Reasons for Growth should not be abbreviations or general categories (DO NOT USE: Permits, field review, cyclical review, code 1...) but specific verbiage identifying exactly what new item or items were added to justify adding growth (USE: From Exempt to taxable, New Home, New Condo, Addition, New Garage, Added Bath). Personal Property Growth can be identified as "Accounts taxed for the first time" or "Items new for the current Fiscal Year". Normal upkeep or maintenance such as painting, minor repairs ..., which corrected or replaced portions of items previously taxed and have not increased overall value should not be counted as growth (Do not use permit value – there may not be a reciprocal property value change).

Amount of Growth Residential	Amount of Growth Commercial / Personal	Amount of Growth Industrial	Amount of Growth Chapter	Amount of Growth Open Space Chapter
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Growth for each line in the Template must be listed within the appropriate Major Class/Major Classes.

Template for reporting New Growth

Amount of
Growth Residential

Property Class
SINGLE FAMILY (101)
CONDOMINIUM (102)
TWO & THREE FAMILY (104 & 105)
MULTI - FAMILY (111-125)
VACANT LAND (130-132 & 106)
ALL OTHERS (103, 109, 012-018, 140)

Residential Growth should be allocated to the “Growth Residential” column. All residential Growth should be accounted for under the “Growth Residential” column. This column should also include the Residential portion of growth in any Mixed-Use properties.

Amount of
Growth Commercial / Personal

Property Class
COMMERCIAL

Property Class
PERSONAL PROPERTY

Commercial Growth and Personal Property Growth should be allocated to the “Growth Commercial / Personal” column.

This column should also include the Commercial portion of growth in any Mixed-Use properties.

Amount of
Growth Industrial

Property Class
INDUSTRIAL

Industrial Growth should be allocated to the “Growth Industrial” column.

This column should also include the Industrial portion of growth in any Mixed-Use properties.

Amount of
Growth Chapter

Property Class
COMMERCIAL - CHAPTER 61, 61A, 61B

Chapter Growth should be allocated to the “Growth Chapter” column. Note: Growth in Chapter is rare as property transferred to Chapter has been taxed previously and the change to chapter rarely causes an increase in value. A

Template for reporting New Growth

Amount of
**Growth Open
Space Chapter**

transfer from Exempt to Chapter would be considered growth.

Property Class
OPEN SPACE - CHAPTER 61, 61A, 61B

Open Space Chapter Growth should be allocated to the “Growth Open Space Chapter” column. Note: Growth in Chapter is rare as property transferred to Chapter has been taxed previously and the change to chapter rarely causes an increase in value. A transfer from Exempt to Chapter would be considered growth.

Summary: LA13 New Growth Valuation by Property Class

This section of the worksheet will summarize the new growth entered by class to be reported and can be entered in the New Growth Valuation Column on the LA13 in Gateway. .

Property Class	New Growth Valuation
SINGLE FAMILY (101)	0
CONDOMINIUM (102)	0
TWO & THREE FAMILY (104 & 105)	0
MULTI - FAMILY (111-125)	0
VACANT LAND (130-132 & 106)	0
ALL OTHERS (103, 109, 012-018, 140)	0
TOTAL RESIDENTIAL	0
OPEN SPACE	0
OPEN SPACE - CHAPTER 61, 61A, 61B	0
TOTAL OPEN SPACE	0
COMMERCIAL	0
COMMERCIAL - CHAPTER 61, 61A, 61B	0
TOTAL COMMERCIAL	0
INDUSTRIAL	0
PERSONAL PROPERTY	0
TOTAL REAL & PERSONAL	0



This grid appears on the right side of the Template. It is **“self-filled”** from the combination of the use class and the appropriate Growth column.

Amount of Growth Residential	Amount of Growth Commercial / Personal	Amount of Growth Industrial	Amount of Growth Chapter	Amount of Growth Open Space Chapter
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