

NEMRC Standard Import:

Required Fields Length Type Desc

Required Fields	Length	Type	Desc
1* Parcel id	20	char	There must be a unique Parcel id for each record in you export. All Parcel id's must be the same length of characters. No dashes or dots or seperators, just significant values.
2* Name 1	40	char	Required when imported.
3 Name 2	40	char	
4 Address a	40	char	
5 Address B	40	char	
6 City	25	char	
7 State	10	char	
8 Zip	10	char	
9 911 number	9	Numeric	Physical 911 number ie (22)
10 911 suffix	4	char	"Used for Apartments ie (a,b,c)"
11 911 location	40	char	911 Street name ie (Main st)
12 Tax map	40	char	
13 Property Desc	40	char	
14 Total Acres	11.2	Numeric	
15 Land Value	12	Numeric	Value of just the Land
16 Building	9	Numeric	Value of just the buildings
17 Real	12	Numeric	Sum of Land plus buildings (NEMRC has option to round to nearest 100)
18 Homestead	9	Numeric	House and all Acres minus any business/rental use (look at State statute for definition of Homestead)
19 House site	9	Numeric	House up to 2 Acres minus any business/rental use (look at State statute for definition of House site)
20 Category Codes	3	char	"R1,R2,V1,V2,MHL,MHU,F,O,W,M,CA,C,I,UE,UO"
21 Owner Code	2	char	"T,S,NS"

Personal Property

22 Equipment	9	Numeric	
23 Inventory	9	Numeric	
24 Category code for PP	1	Char	"C - Cable, E - Equipment where applicable these get placed in the NEMRC p_cd3 field"

Suggested File name: camaimpt.txt (txt will be default search type.)

File type: CSV (Comma seperated values)
Fields with commas like name must be enclosed in double quotes

Fields: ALL 24 fields must be in the file, in the order above.

Split Real: you cannot import Building and Land unless split Real is on in the grand list program. the Real value imported will be ignored when Building and Land values are imported.

Rounding: the grand List program has an option that can be turned on and off for Rounding. This option effects all parcels.
"It is important that if rounding is turned on that you round your real values, homestead, Housesite are all rounded the same way."

Districts: If the town you are working in has district differnetials - that is a Parcel has a different Parcel in the town than

it does In the village the district portion should be handled by the import routine.

Reports: When import routine is executed

Values: Cannot be negative.

Decimals: Decimals are NOT implied. This means you must include them.

Character Fields: Embedded Commas are allowed however the field must be enclosed in double quotes. Embedded TABS are not allowed.

- 1 Parcel Id's - Must be unique and a standard length - If the parcel id field does not meet this standard the import will be aborted and no records will be processed.'

- 2 This report will display records that exist in the NEMRC database that do not exist in the import file. As well as records that Exist in the import file that do not exist in the NEMRC database. These records will have to be manually entered or removed by the user as needed. the import routine will not automatically add or remove records from the NEMRC database.

- 3 Verification on Homestead and House sites. For example - we will check to make sure There are no parcels where Homestead and Housesite is greater than Real value, parcels with a House site and no Homestead etc

- 4 "End user screen that will allow them to update certain goups of data. IE Names & address, 911, taxmap, acres & prop desc, Owner code & category codes, then Land, Building, Real, Homestead and house site"

- 5 Flag parcels for Change notice with 'Generic Message'