

# ARC BULK UPLOAD LAYOUT

11-29-2022

1. Use the following filename – PROT-2025-aa-XXX-nnnnn.TXT where aa is the sequence number of your file if more than one is submitted, XXX is your Representative Code and nnnnn is the number of records on the file.
2. ASCII Format.
3. Fixed Record Length **809** characters
4. No Commas in any value fields, and blank spaces for any field without data.
5. Fields Highlighted Green require data for forms **AR1, AR2 & AR3**
6. Fields Highlighted Blue require data for forms **AR1 & AR2**
7. Fields Highlighted Orange require data for forms **AR2 & AR3**
8. **Certification of submission is the same as the paper application. see required field tips at bottom.**
9. Bulk Submissions of less than 25 records will not be processed.

SEQUENCE NO.	FIELD NAME	FIELD TYPE	FIELD LENGTH	FIELD POSITION	JUSTIFY	COMMENTS	FORM
1	SBLBU	A	23	1 - 23	-	PARCEL ID. <b>Required</b>	AR1, AR2, AR3
2	APPLICANT	A	67	24 - 90	LEFT	Applicant Name/ <b>Required</b>	AR1, AR2, AR3
3	OWNER-APPLICANT TYPE	N	1	91	-	1: Individual, 2: Limited liability company, 3: Partnership, 4: Trust, 5: Corporation, 6: Association, 7: Other	AR1, AR2, AR3
4	SIGNATORY CERTIFICATION	N	1	92	-	1: Owner of record, 2: Lessee of entire property (attach the lease), 3: Contract vendee (buyer under contract – attach the contract), 4: Condominium Board of Managers, 5: A qualified fiduciary (attach proof), 6: Authorized representative of owner or buyer (attach authorization)  This field is now REQUIRED; NOTE: "Other," which previously was identified by the number 5, is no longer an option.	AR1, AR2, AR3
5	BLANK (FILLER)1	A	50	93 - 142	-	<b>NOT USED:</b> This field was once used as <b>RELATION TO PROPERTY - OTHER</b> (AR2 - description of Other selected in Owner-Application Relation) but it is now obsolete!	
6	OWNER - OTHER THAN APPLICANT	A	50	143 - 192	-	Other than applicant, owner name	AR1, AR2, AR3
7	REQUESTED MARKET VALUE	N	11	193 - 203	-	NOT BLANK or 0, (No Commas)	AR1, AR2

SEQUENCE NO.	FIELD NAME	FIELD TYPE	FIELD LENGTH	FIELD POSITION	JUSTIFY	COMMENTS	FORM
8	BLANK (FILLER)2	N	5	204 - 208	-	<b>NOT USED:</b> This field was once used as <b>APPLICANT CORRECT LEVEL OF ASSESSMENT</b> (AR1, AR2) but it is now obsolete!	
9	BLANK (FILLER)3	N	8	209 - 216	-	<b>NOT USED:</b> This field was once used as <b>REQUESTED ASSESSMENT</b> (AR1, AR2) but it is now obsolete!	
10	YEAR ACQUIRED	N	4	217 - 220	-	YYYY	AR1, AR2
11	PURCHASED PRICE	N	11	221 - 231	-		AR1, AR2
12	PURCHASED ARMS-LENGTH	A	1	232	-	Y = YES, N = NO, <b>BLANK</b> = Not Entered	AR1, AR2
13	OFFERED FOR SALE	A	1	233	-	Y = YES, N = NO; This field is now <b>REQUIRED</b>	AR1, AR2
14	OFFERED FOR SALE / UNDER CONTRACT - PRICE	N	11	234 - 244	-	This field is now <b>REQUIRED</b> only if the value in Sequence 13 ( <b>OFFERED FOR SALE</b> ) is = 'Y'.	AR1, AR2
15	BLANK (FILLER)4	A	9	245 - 253	-	<b>NOT USED:</b> This field was once used as <b>TAXPAYER ID</b> but it is now obsolete!	AR1, AR2, AR3
16	PROPERTY - FORM_TYPE_ID	N	1	254	-	<b>1 = AR1; 2 = AR2; 3 = AR3 - REQUIRED</b> , and must be filled with either 1, 2, or 3; All other values are <b>INVALID</b> and will cause the Appeal to be rejected.	AR1, AR2, AR3
17	BLANK (FILLER)5	N	1	255	-	<b>NOT USED:</b> This field was once used as <b>REQUEST FOR VALUATION CHANGE</b> (AR1 or AR2) but it is now obsolete!	AR1, AR2, AR3
18	BLANK (FILLER)6	A	1	256	-	<b>NOT USED:</b> This field was once used as <b>REQUEST FOR OTHER CHANGE</b> (AR3) but it is now obsolete!	N/A
19	BLANK (FILLER)7	A	15	257 - 271	-	<b>NOT USED:</b> This field was once used as <b>CASE #</b> but it is now obsolete!	N/A
20	BLANK (FILLER)8	A	15	272 - 286	-	<b>NOT USED:</b> This field was once used as <b>CLIENT #</b> but it is now obsolete!	N/A
21	BLANK (FILLER)9	A	20	287 - 306	-	<b>NOT USED:</b> This field was once used as <b>FORWARDING ATTORNEY</b> but it is now obsolete!	N/A
22	BLANK (FILLER)10	A	20	307 - 326	-	<b>NOT USED:</b> This field was once used as <b>ASSOCIATE</b> but it is now obsolete!	N/A
23	BLANK (FILLER)11	A	1	327	-	<b>NOT USED:</b> This field was once used as <b>EXPANDED LIVING AREA</b> but it is now obsolete!	N/A
24	RENOVATIONS W/PERMIT LAST 3 YRS	A	1	328	-	Y = YES, N = NO, <b>BLANK</b> = Not Entered	AR1, AR2
25	CONSTRUCTION COST - JAN 2	N	11	329 - 339	-		AR1, AR2

SEQUENCE NO.	FIELD NAME	FIELD TYPE	FIELD LENGTH	FIELD POSITION	JUSTIFY	COMMENTS	FORM
26	USE	N	1	340	-	1: 1 family, 2: 2 family, 3: 3 family, 4: Mother/daughter, 5: Condominium, 6: Other	AR1
27	OTHER USE	A	20	341 - 360	-	Description for Other selection in Property Use	AR1
28	DEVELOPMENT/ASSOCIATION NAME	A	50	361 - 410	-		AR1
29	OWNER OCCUPIED	N	1	411	-	1: All, 2: Part 3: None	AR1, AR2
30	RENTAL PROPERTY	A	1	412	-	Y = YES, N = NO, BLANK = Not Entered (Class 1 Only)	AR1
31	RENTAL UNITS	N	4	413 - 416	-	Enter the Number of Residential rental units for Yes on Rental Property	AR1
32	RENT (ANNUAL)	N	12	417 - 428	-	Residential rental rent for Yes on Rental Property	AR1
33	BELOW HOUSE	N	1	429	-	1: Finished basement, 2: Unfinished basement, 3: Crawl-space, 4: Slab	AR1
34	KITCHENS	N	2	430 - 431	-		AR1
35	FULL BATHS	N	2	432 - 433	-		AR1
36	HALF BATHS	N	2	434 - 435	-		AR1
37	BEDROOMS	N	2	436 - 437	-		AR1
38	OTHER ROOMS	N	2	438 - 439	-		AR1
39	GARAGE	N	1	440	-	1: 1 car, 2: 2 cars, 3: 3+ cars, 4: None	AR1
40	CENTRAL AIR CONDITIONING	A	1	441	-	Y = YES, N = NO, BLANK = Not Entered	AR1
41	IN-GROUND POOL	A	1	442	-	Y = YES, N = NO, BLANK = Not Entered	AR1
42	WATERFRONT ACCESS	A	1	443	-	Y = YES, N = NO, BLANK = Not Entered	AR1
43	PROFESSIONAL OFFICE OR BUSINESS USE	A	1	444	-	Y = YES, N = NO, BLANK = Not Entered	AR1
44	ADJACENT WATERFRONT	A	1	445	-	Y = YES, N = NO, BLANK = Not Entered	AR1
45	ADJACENT STREET WITH PAINTED CENTER LINE OR OTHER TRAFFIC SEPARATION	A	1	446	-	Y = YES, N = NO, BLANK = Not Entered	AR1
46	ADJACENT RAILROAD	A	1	447	-	Y = YES, N = NO, BLANK = Not Entered	AR1
47	ADJACENT COMMERCIAL PROPERTY	A	1	448	-	Y = YES, N = NO, BLANK = Not Entered	AR1

SEQUENCE NO.	FIELD NAME	FIELD TYPE	FIELD LENGTH	FIELD POSITION	JUSTIFY	COMMENTS	FORM
48	ADJACENT APARTMENT HOUSE	A	1	449	-	Y = YES, N = NO, <b>BLANK</b> = Not Entered	AR1
49	ADJACENT GOLF COURSE	A	1	450	-	Y = YES, N = NO, <b>BLANK</b> = Not Entered	AR1
50	ADJACENT PARK	A	1	451	-	Y = YES, N = NO, <b>BLANK</b> = Not Entered	AR1
51	ADJACENT OTHER DESCRIPTION	A	20	452 - 471	-		AR1
52	ADJACENT NONE OF THE ABOVE	A	1	472		Y = YES, N = NO, <b>BLANK</b> = Not Entered	AR1
53	APPROXIMATE YEAR BUILT	N	4	473 - 476	-		AR1, AR2
54	EXPANDED FLOOR AREA	A	1	477	-	Y = YES, N = NO, <b>BLANK</b> = Not Entered	AR1, AR2
55	LEASED SPACE - 1 OR MORE YEARS	A	1	478	-	Y = YES, N = NO, <b>BLANK</b> = Not Entered	AR2
56	RETAIL TENANTS	N	4	479 - 482	-		AR2
57	OFFICE TENANTS	N	4	483 - 486	-		AR2
58	INDUSTRIAL TENANTS	N	4	487 - 490	-		AR2
59	APARTMENT TENANTS	N	4	491 - 494	-		AR2
60	OTHER TENANTS	N	4	495 - 498	-		AR2
61	TAXPAYER USE - INCLUDE TRADE NAMES	A	50	499 - 548			AR2
62	NEW LEASES PAST 3 YEARS	N	4	549 - 552	-		AR2
63	ENVIRONMENTAL CONTAMINATION	A	1	553	-	Y = YES, N = NO, <b>BLANK</b> = Not Entered	AR2
64	STRUCTURAL DEFECTS / CODE VIOLATIONS	A	1	554	-	Y = YES, N = NO, <b>BLANK</b> = Not Entered	AR2
65	IMPROPERLY DENIED EXEMPTION	A	1	555	-	Y = YES, N = NO, <b>BLANK</b> = Not Entered	AR3
66	IMPROPERLY REMOVED EXEMPTION	A	1	556	-	Y = YES, N = NO, <b>BLANK</b> = Not Entered	AR3
67	INCORRECTLY CALCULATED EXEMPTION	A	1	557	-	Y = YES, N = NO, <b>BLANK</b> = Not Entered	AR3
68	ASSESSMENT INCREASE LIMIT EXCEEDED	A	1	558	-	Y = YES, N = NO, <b>BLANK</b> = Not Entered	AR3

SEQUENCE NO.	FIELD NAME	FIELD TYPE	FIELD LENGTH	FIELD POSITION	JUSTIFY	COMMENTS	FORM
69	INCORRECT ROLL DESIGNATION	A	1	559	-	Y = YES, N = NO, <b>BLANK</b> = Not Entered	AR3
70	UNAUTHORIZED ASSESSMENT	A	1	560	-	Y = YES, N = NO, <b>BLANK</b> = Not Entered	AR3
71	EXEMPTION TYPE SOUGHT	N	1	561	-	1: Basic STAR, 2: Enhanced STAR, 3: Other, 4: Senior Citizen, 5: Veterans', 6: Disability & Limited Income, 7: Clergy, 8: Volunteer Firefighter & Ambulance Worker, 9: First Time Home Buyer, 10: Business Invest 485-b, 11: Disabled Improvement, 12: Wholly Exempt, 13: Home Improvement	AR3
72	MISCLASSIFIED - CORRECT TAX CLASS	N	1	562	-	1, 2, 3, 4, <b>BLANK</b> = NO	AR3
73	UNLAWFUL / EXCESSIVE ASSESSMENT - REASON	A	50	563 - 612	-		AR3
74	BLANK (FILLER)12	N	11	613 - 623	-	<b>NOT USED:</b> This field was once used as <b>APPLICANT FULL MARKET VALUE - TAXABLE</b> but it is now obsolete!	AR3
75	BLANK (FILLER)13	N	8	624 - 631	-	<b>NOT USED:</b> This field was once used as <b>REQUESTED ASSESSMENT - TAXABLE</b> but it is now obsolete!	AR3
76	BLANK (FILLER)14	A	1	632	-	<b>NOT USED:</b> This field was once used as <b>ARTICLE 7 PROCEEDINGS</b> but it is now in Sequence 86	AR2
77	ARTICLE 7 TAX YEARS	N	4	633 - 636	-	Last County Settlement Year(YYYY)	AR2
78	NEW MORTGAGE DEBT AMOUNT - LAST 2 YEARS	N	11	637 - 647	-	Amount of New Mortgage Debt placed on Property during the past 3 years	AR2
79	NEW MORTGAGE DEBT TERM	N	3	648 - 650	-	Term of New Mortgage Debt (Months)	AR2
80	NEW MORTGAGE DEBT RATE	N	5	651 - 655	-	Rate on New Mortgage Debt (Percent) 0.01 - 99.99	AR2
81	BLANK (FILLER)15	N	11	656 - 666	-	<b>NOT USED:</b> This field was once used as <b>REQUESTED MARKET VALUE FOR PRIOR YEAR</b> but it is now obsolete!	AR1, AR2, AR3
82	COMMENTS	A	60	667 - 726	-		AR1, AR2, AR3
83	APPLICATION CERTIFICATION	A	1	727	-	Y = Yes. If field is left blank or there is not a Y the record will not be processed. By putting a 'Y' in this field you are certifying the data you are submitting is valid.	AR1, AR2, AR3
84	BLANK (FILLER)16	N	8	728-735	-	<b>NOT USED:</b> This field was Tentative Assessment <b>FOR AR1 &amp; AR2 but is now obsolete</b>	AR1, AR2
85	INCORRECT ROLL DESGNATION DESCRIPTION	A	50	736-785	-	This field is <b>REQUIRED</b> only if the value in Sequence 69 ( <b>INCORRECT ROLL DESGNATION</b> ) is = 'Y'.	AR3

SEQUENCE NO.	FIELD NAME	FIELD TYPE	FIELD LENGTH	FIELD POSITION	JUSTIFY	COMMENTS	FORM
86	ARTICLE 7 PROCEEDINGS	A	20	786-805	-	Enter the latest index number of pending Article 7 Proceedings	AR2
87	INCORRECT TRANS CALC	A	1	806		Y = YES, N = NO, BLANK = Not Entered	AR3
88	UNIDENTIFIABLE	A	1	807		Y = YES, N = NO, BLANK = Not Entered	AR3
89	UNEQUAL	A	1	808		Y = YES, N = NO, BLANK = Not Entered	AR3

**Required fields tips**

1	SBLBU	Must use Nassau County Parcel Number Format		<b>REQUIRED(AR1,AR2,AR3)</b>		
2	APPLICANT	Enter name of applicant		<b>REQUIRED(AR1,AR2,AR3)</b>		
3	OWNER-APPLICANT TYPE	Owner type (enter number 1 through 7)		<b>REQUIRED(AR1, AR2,AR3)</b>		
4	SIGNATORY CERTIFICATION	Enter number 1 through 6		<b>REQUIRED(AR1,AR2,AR3)</b>		
7	REQUESTED MARKET VALUE	Enter requested full market value		<b>REQUIRED(AR1,AR2)</b>		
13	OFFERED FOR SALE	Y or N. Cannot be Blank		<b>REQUIRED(AR1,AR2,AR3)</b>		
14	OFFERED FOR SALE / UNDER CONTRACT - PRICE	Price related to sale/contract		<b>REQUIRED if 'Y' for field 13(AR1,AR2)</b>		
16	PROPERTY TYPE	<b>NEW for 2021, 1 = AR1(Value Claim, Tax Class 1 Owner Occupied); 2 = AR2(Value Claim, Tax Class 2,3 or 4); 3 = AR3 (exemption and other claims for all Tax Classes)</b> <b>REQUIRED(AR1,AR2,AR3)</b>				
65-73, 85, 87-89	AR3 - Claim	At least one when form = AR3		<b>REQUIRED(AR3)</b>		
83	APPLICATION CERTIFICATION	Default to Y. Please note field is case sensitive and will not accept a lower case y <b>REQUIRED(AR1,AR2,AR3)</b> <b>I certify that all statements made in this application are true and correct <i>to the best of my knowledge and belief</i> and I understand that the making of any <i>willful false</i> statements of material fact herein will subject me to the provisions of the Penal Law relevant to the making and filing of false instruments.</b>				
85	INCORRECT ROLL DESGNATION DESCRIPTION	Description of claim from Sequence 69 (INCORRECT ROLL DESGNATION) is = 'Y'. <b>(AR3)</b>				
87	INCORRECT TRANS CALC	Transitional incorrectly calculated <b>(AR3)</b>				
88	UNIDENTIFIABLE	Parcel cannot be identified from description/tax maps <b>(AR3)</b>				
89	UNEQUAL	Assessment unequal to market value and level of assessment for its tax class <b>(AR3)</b>				

Web site: [www.NassauCountyNY.gov/arc](http://www.NassauCountyNY.gov/arc)