

## FORMAT REQUIREMENTS FOR AR20 FILINGS FOR 2023/24

1. Use the following filename – AR20-2024-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 538 characters

4. Shaded fields are required

SEQUENCE NO.	FIELD NAME	FIELD TYPE	FIELD LENGTH	FIELD POSITION	JUSTIFY	COMMENTS
1	EUN	A	20	1 - 20	LEFT	EUN from ARC Schedule
2	LOW LOT PARCEL	A	23	21 - 43	LEFT	Lowest Parcel ID in EUN
3	EUN DISAGREEMENT CHECK	A	1	44	LEFT	Y = Yes, N =No (Enter Y if You Do <b>NOT</b> agree with the ARC EUN List)
4	CONFERENCE REQUEST	A	1	45	LEFT	Y = Yes, N =No
5	APPLICANT	A	80	46 - 125	LEFT	
6	FORM TYPE - APPLICANT	N	1	126	LEFT	1: Individual, 2: Limited liability company, 3: Partnership, 4: Trust, 5: Publicly-traded corporation, 6: Condominium Board of Managers 7:Association 8:Other corporation
7	RELATION TO PROPERTY - APPLICANT	N	1	127	LEFT	1: Owner of record, 2: Lessee of entire property, 3: Buyer, 4: Condominium Board of Managers, 5: Other
8	PROPERTY OWNERS (OTHER THAN APPLICANT)	A	80	128 - 207	LEFT	If taxpayer is not sole owner
9	REQ_ASSESS_ROLL_YEAR_1	N	4	208 - 211	LEFT	Current Year
10	REQ_ASSESS_ASSESSED_VALUE_1	N	9	212 - 220	LEFT	Current Year - Total EUN Current Assessed Value
11	REQ_ASSESS_REQ_ASSESSMENT_1	N	9	221 - 229	LEFT	Current Year - Total EUN Requested Assessment
12	REQ_ASSESS_REQ_REDUCTION_1	N	9	230 - 238	LEFT	Current Year - Total EUN Requested Assessment Reduction
13	REQ_ASSESS_ROLL_YEAR_2	N	4	239 - 242	LEFT	Prior Year 1
14	REQ_ASSESS_ASSESSED_VALUE_2	N	9	243 - 251	LEFT	Prior Year 1 - Total EUN Value
15	REQ_ASSESS_REQ_ASSESSMENT_2	N	9	252 - 260	LEFT	Prior Year 1 - Total EUN Requested Assessment
16	REQ_ASSESS_REQ_REDUCTION_2	N	9	261 - 269	LEFT	Prior Year 1 - Total EUN Requested Assessment Reduction
17	REQ_ASSESS_ROLL_YEAR_3	N	4	270 - 273	LEFT	Prior Year 2
18	REQ_ASSESS_ASSESSED_VALUE_3	N	9	274 - 282	LEFT	Prior Year 2 - Total EUN Value
19	REQ_ASSESS_REQ_ASSESSMENT_3	N	9	283 - 291	LEFT	Prior Year 2 - Total EUN Requested Assessment
20	REQ_ASSESS_REQ_REDUCTION_3	N	9	292 - 300	LEFT	Prior Year 2 - Total EUN Requested Assessment Reduction
21	REQ_ASSESS_ROLL_YEAR_4	N	4	301 - 304	LEFT	Prior Year 3
22	REQ_ASSESS_ASSESSED_VALUE_4	N	9	305 - 313	LEFT	Prior Year 3 - Total EUN Value
23	REQ_ASSESS_REQ_ASSESSMENT_4	N	9	314 - 322	LEFT	Prior Year 3 - Total EUN Requested Assessment
24	REQ_ASSESS_REQ_REDUCTION_4	N	9	323 - 331	LEFT	Prior Year 3 - Total EUN Requested Assessment Reduction
25	REQ_ASSESS_ROLL_YEAR_5	N	4	332 - 335	LEFT	Prior Year 4
26	REQ_ASSESS_ASSESSED_VALUE_5	N	9	336 - 344	LEFT	Prior Year 4 - Total EUN Value
27	REQ_ASSESS_REQ_ASSESSMENT_5	N	9	345 - 353	LEFT	Prior Year 4 - Total EUN Requested Assessment
28	REQ_ASSESS_REQ_REDUCTION_5	N	9	354 - 362	LEFT	Prior Year 4 - Total EUN Requested Assessment Reduction
29	YEAR ACQUIRED	N	4	363 - 366	LEFT	YYYY
30	PURCHASED PRICE	N	11	367 - 377	LEFT	
31	PURCHASED ARMS-LENGTH	A	1	378	LEFT	Y = YES, N = NO, BLANK = Not Entered

SEQUENCE NO.	FIELD NAME	FIELD TYPE	FIELD LENGTH	FIELD POSITION	JUSTIFY	COMMENTS
32	YEAR BUILT	N	4	379 - 382	LEFT	YYYY
33	OFFERED FOR SALE	A	1	383	LEFT	Y = YES, N = NO
34	OFFERED FOR SALE / UNDER CONTRACT - PRICE	N	11	384 - 394	LEFT	Required if 'Y' on Offered Sale
35	RENOVATIONS W/PERMIT LAST 3 YRS	A	1	395	LEFT	Y = YES, N = NO
36	CONSTRUCTION COST - JAN 2	N	11	396 - 406	LEFT	Required if 'Y' on Renovation
37	EXPANDED LIVING AREA	A	1	407	LEFT	Y = YES, N = NO
38	OFFERED FOR RENT (UNRELATED PARTIES)	A	1	408	LEFT	Y = YES, N = NO
39	RETAIL TENANTS	N	4	409 - 412	LEFT	
40	OFFICE TENANTS	N	4	413 - 416	LEFT	
41	INDUSTRIAL TENANTS	N	4	417 - 420	LEFT	
42	APARTMENT TENANTS	N	4	421 - 424	LEFT	
43	OTHER TENANTS	N	4	425 - 428	LEFT	
44	LEASED SPACE - 1 OR MORE YEARS	A	1	429	LEFT	Y = YES, N = NO
45	NEW LEASES PAST 3 YEARS	N	4	430 - 433	LEFT	Enter 0 if None
46	OWNER OCCUPIED	A	1	434	LEFT	Y = YES, N = NO
47	PROPERTY USE	A	20	435 - 454	LEFT	Use by Taxpayer, include any trade names
48	ENVIRONMENTAL CONTAMINATION	A	1	455	LEFT	Y = YES, N = NO
49	STRUCTURAL DEFECTS / CODE VIOLATIONS	A	1	456	LEFT	Y = YES, N = NO
50	NEW MORTGAGE DEBT - LAST 3 YEARS	A	1	457	LEFT	Y = YES, N = NO
51	NEW MORTGAGE DEBT AMOUNT	N	11	458 - 468	LEFT	<b>Total Debt</b>
52	NEW MORTGAGE DEBT TERM	N	5	469 - 473	LEFT	<b>Term(Months)</b>
53	NEW MORTGAGE DEBT RATE	N	5	474 - 478	LEFT	<b>Term(Months)</b>
54	OTHER FACTS	A	60	479 - 538	LEFT	