

# **NYS Office of Real Property Tax Services**

## **Online Sales Reports User Guide**



Last updated : 08/17/2010



## Running the Arm's Length Sales Report for City/Town or Village

The Arm's Length Sales report will list all reported arm's length sales for a given municipality in a given time period. Information presented can be sorted by various parameters. Sorting is discussed later in this guide.

To run the Arm's Length Sales report, first select either Arm's Length City/Town or Arm's Length Village from the Report Type menu. Next, select the municipality you wish to query. Finally, choose the date range, and then click on the "Run Report" button. A Report will be produced that will look like the following example, in which an Arm's Length Sales report was run on the Town of Colonie for the time frame of 7/24/2006 to 10/24/2006.



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COUNTY : Albany  
TOWN OF : Colonie  
VILLAGE OF : Colonie  
SWIS CODE : 012601

NYS OFFICE OF REAL PROPERTY SERVICES  
LIST OF ARM'S LENGTH SALES  
GROUPED BY SWIS CODE  
Sorted by: Swis Code

Sale Date From: 07/24/2006  
To: 10/24/2006

Click on the underlined column headings for quick sort

<u>Parcel ID</u>	<u>Book/Page</u>	<u>Property Location</u> Nbr Parcels	<u>Buyer Name</u> <u>Seller Name</u>	<u>Sale Date</u> <u>Recorded</u>	<u>Multiple Swis/Condo</u> <u>Sale Upd/Roll Match</u>	<u>Sig. Change/New Const.</u> <u>COD / RAR Usable</u>	<u>Assessed Value</u> <u>Sale Price</u>	<u>Property Use</u> <u>AV / SP Ratio</u>
30.13-1-11	2861 / 941	575 Sand Creek Rd 1	Shaker Run, Lic Williams, Arthur	09/27/2006 10/12/2006	RPS Updated	COD / RAR	\$89,000 \$120,000	210 74.17
29.20-2-89	2853 / 153	6 Hartwood St 1	Mc Intosh, Virginia C Castagna, Steven R	07/31/2006 08/02/2006	RPS Updated	COD / RAR	\$111,600 \$259,000	210 43.09
29.20-2-68	2853 / 1027	4 Debbie Court 1	Lee, Elisa Webber, James	07/28/2006 08/09/2006	RPS Updated	COD / RAR	\$106,200 \$236,000	210 45.00

If there is no data available for the criteria selected, the user will get this message:



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We're sorry, but your search parameters did not return any records.  
Please return to the previous page and enter new search parameters.

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From this point, if you want to try new parameters for the Arm's Length Sales report, click on the corresponding button. If you want to try a different report, click on the "New Search" button.

\* *If running more than one Arm's Length report for villages:* After running the first report and returning to the main screen, it will be necessary to click on the reset button at the bottom of the screen to repopulate the village list. Then click on Arm's Length Village, and continue as before.

## Running the Potential Contradictions Report

The Potential Contradictions report will give the user a list of sales where a computer search found:

- Assessed value equals sale price.
- The transfer of property is potentially between relatives, based on similar entries in the buyer and seller name fields.

These sales are still classified as Arm's length sales, and will be used for RAR and COD purposes, unless the assessor files a correction with ORPTS.

To run the Potential Contradictions report, select Potential Contradictions from the Report Type menu. Next, select the municipality you wish to query. Finally, choose the date range, and then click on the "Run Report" button. A report will be produced that will look like the following example, in which a Potential contradictions report was run on the Town of Dewitt for the time frame of 7/24/2006 to 10/24/2006.



The screenshot displays the 'Online Sales Reports' application interface. At the top, there is a navigation bar with links for 'Home', 'ORPS Internet', 'Previous Page', and 'Help'. Below this, the search criteria are listed: COUNTY: Onondaga, TOWN OF: Dewitt, SWIS CODE: 312689. The report title is 'NYS OFFICE OF REAL PROPERTY SERVICES SALES WITH POTENTIAL CONTRADICTIONS' for the period 'Sale Date From: 07/24/2006 To: 10/24/2006'. A 'Print' button is visible. The main data is presented in a table with columns for Sale Date Recorded, Book/Page, Parcel ID, Assessment Sale Price, MV Ratio, Buyer Name Seller Name, and Potential Reason for exclusion. Three records are shown, all with 'Assessment = Sale Price' as the reason for exclusion. Summary statistics at the bottom indicate 'Total number of sales for swis = 3' and 'Total number of sales for muni: 3'. A footer contains 'Questions/Comments Sales Reports Application | All Contents Copyright © NYSORPS 2007'.

Sale Date Recorded	Book/Page	Parcel ID	Assessment Sale Price	MV Ratio	Buyer Name Seller Name	Potential Reason for exclusion
07/28/2006 07/28/2006	4951 / 108	055.-08-17.1	\$245,000 \$245,000	100.00	Salvana, Michael Baum, Jean	Assessment = Sale Price
08/07/2006 08/08/2006	4953 / 113	019.-03-01.1	\$63,500 \$63,500	100.00	Carrite, Gary Mengel, Irving I	Assessment = Sale Price
10/24/2006 11/08/2006	4966 / 716	055.-05-05.0	\$385,000 \$385,000	100.00	Koenck, Michael P Deluca, Stephen J	Assessment = Sale Price

If there is no data available for the criteria selected, the user will get this message:



The screenshot shows a message box titled 'Online Sales Reports' with navigation links: 'Home | ORPS Internet | Previous Page | Help |'. The message reads: 'We're sorry, but your search parameters did not return any records. Please return to the previous page and enter new search parameters.' Below the message are two buttons: 'New Search' and 'Potential Contradictions'. The footer includes 'Questions/Comments Sales Reports Application | All Contents Copyright © NYSORPS 2007' and a link for 'Privacy and Security | ORPS Home | Top'.

From this point, if you want to try new parameters for the Potential Contradictions report, click on the corresponding button. If you want to try a different report, click on the "New Search" button.

## Running the Excluded Sales Report

The Excluded Sales report will return a list of sales that have been flagged on the sales database to be non arm's length, and will not be used for RAR and COD purposes. Corrections are not necessary unless you disagree with the exclusions.

To run the Excluded Sales report, select Excluded Sales from the Report Type menu. Next, select the municipality you wish to query. Finally, choose the date range, and then click on the "Run Report" button. A report will be produced that will look like the following example, in which an Excluded Sales report was run on the City of Albany for the time frame of 7/24/2006 to 10/24/2006.



### Online Sales Reports

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COUNTY : Albany      NYS OFFICE OF REAL PROPERTY SERVICES      Sale Date From: 07/24/2006  
CITY : Albany      SALES EXCLUDED FROM AGENCY USE      To: 10/24/2006  
SWIS CODE : 010100      BASED ON ENTRIES IN BUYER OR SELLER NAME

Sale Date Recorded	Book/Page	Parcel ID	Assessment Sale Price	MV Ratio	Buyer Name Seller Name	Reason for exclusion
07/25/2006	2852 / 935	75.23-2-21	\$116,600	63.06	Taylor, Matthew A/Eme	Estate Sale
07/31/2006			\$184,900		Est Horwedel, Dolores	

Total number of sales for swis = 1

Total number of sales for muni: 1

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If there is no data available for the criteria selected, the user will get this message:

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We're sorry, but your search parameters did not return any records.  
Please return to the previous page and enter new search parameters.

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From this point, if you want to try new parameters for the Excluded Sales report, click on the corresponding button. If you want to try a different report, click on the "New Search" button.

## Sorting

Sorting options are available only on the Arm's Length Sales for City/Town and Village reports. The Potential Contradictions reports and the Excluded Sales report do not have any sorting options. To use the sorting option, click on the "Advanced Sort" button which is in the upper left corner of the report screen.



The screenshot shows the 'Online Sales Reports' header with navigation links: Home, ORPS Internet, Previous Page, and Help. Below the header, the following information is displayed:

COUNTY : Cayuga  
TOWN : Throop  
SWIS CODE : 056000

NYS OFFICE OF REAL PROPERTY SERVICES  
LIST OF ARM'S LENGTH SALES  
GROUPED BY SWIS CODE  
Sorted by: Sale Date

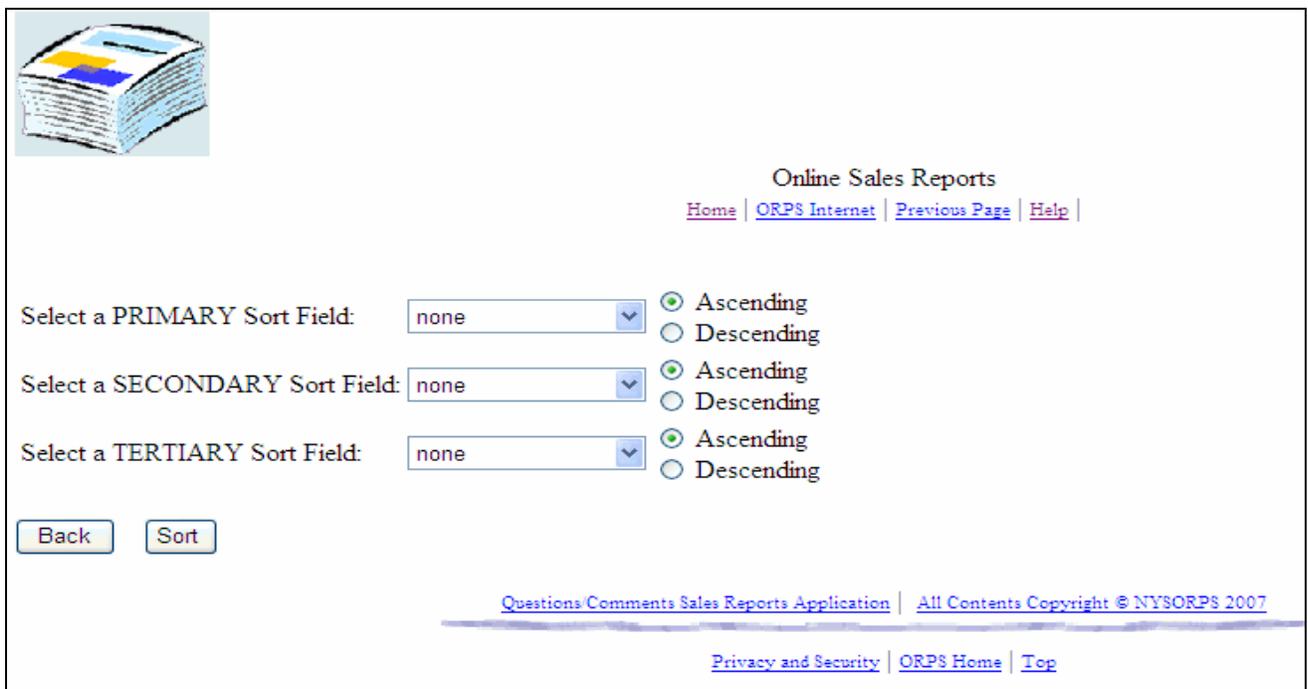
Sale Date From: 07/25/2006  
To: 10/25/2006

Buttons: **Advanced Sort** (circled), Print

Instruction: Click on the underlined column headings for quick sort

<u>Parcel ID</u>	<u>Book/Page</u>	<u>Property Location</u>	<u>Buyer Name</u> <u>Seller Name</u>	<u>Sale Date</u> <u>Recorded</u>	<u>Multiple Swis/Condo</u> <u>Sale Upd/Roll Match</u>	<u>Sig. Change/New Const.</u> <u>COD / RAR Usable</u>	<u>Assessed Value</u> <u>Sale Price</u>	<u>Property Use</u> <u>AV / SP Ratio</u>
101.03-1-78	1271 / 180	7113 North Division Street Ro.	Bristol, John De Voe, Norma	07/25/2006 07/25/2006	RPS Und. Not Roll Match		\$71,700 \$65,000	210

This action will bring you to the following screen:



The screenshot shows the 'Online Sales Reports' header with navigation links: Home, ORPS Internet, Previous Page, and Help.

Select a PRIMARY Sort Field: none [v]  Ascending  Descending

Select a SECONDARY Sort Field: none [v]  Ascending  Descending

Select a TERTIARY Sort Field: none [v]  Ascending  Descending

Buttons: Back, Sort

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From this screen you can choose up to three sort fields to organize your report. When finished selecting the sort criteria, click on the "Sort" button to return to the report with your sort criteria enacted.

For a quick sort, you can use the highlighted headings on the report screen. These include: Parcel ID, Buyer Name / Seller Name, Sale Date, and Property Use. Simply click on the heading you wish to sort by and the report will automatically sort by that heading. Only one of these sorting mechanisms can be used at a time.

For example, if you choose Parcel ID, and then choose Buyer Name, the entries will only be sorted by the last heading you chose, in this example Buyer Name.

Online Sales Reports

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COUNTY : Albany  
TOWN : Berne  
SWIS CODE : 012000

NYS OFFICE OF REAL PROPERTY SERVICES  
LIST OF ARM'S LENGTH SALES  
GROUPED BY SWIS CODE  
Sorted by: Buyer Last Name

Sale Date From: 07/24/2006  
To: 10/24/2006

Advanced Sort | Print

Click on the underlined column headings for quick sort

<u>Parcel ID</u>	<u>Book/Page</u>	<u>Property Location</u> Nbr Parcels	<u>Buyer Name</u> <u>Seller Name</u>	<u>Sale Date</u> <u>Recorded</u>	<u>Multiple Swis/Condo</u> Sale Upd/Roll Match	<u>Sig. Change/New Const.</u> COD / RAR Usable	<u>Assessed Value</u> Sale Price	<u>Property Use</u> AV / SP Ratio
80.14-2-6	2855 / 441	45 Mill Dam Road 1	Bauer, Michael Correl, John G	08/21/2006 08/22/2006	RPS Updated	COD / RAR	\$68,700 \$102,000	210 67.35
103.10-1-3	2853 / 17	783 Woodstock Rd 1	Brooks, John D Forte, Louis C	07/28/2006 08/02/2006	RPS Updated	COD	\$15,200 \$15,200	582 100.00
80.18-1-28	2860 / 724	Thacher Park Rd 1	Buckman, Lewis Wagner Estate, Irma	09/25/2006 10/05/2006	RPS Updated		\$5,000 \$2,000	314
100.-1-9.500	2858 / 1006	Highpointy Road 1	Carpenter, Albert L Schram, Roger	08/26/2006 09/21/2006	RPS Updated	COD	\$12,000 \$14,000	314 85.71
103.10-4-15	2854 / 1007	783 Woodstock Rd 1	Christie, George Thom Edwards, Bruce	08/08/2006 08/17/2006	RPS Updated	COD	\$15,200 \$12,000	582 126.67

### Printing Reports

From the report screen, simply click on the “Print” button. The application will prompt you to set up your printer on the “landscape” orientation. The reports will not print correctly if this is not done.

We anticipate that these reports will give the user quick and easy access to sales information for their municipality. Please remember that it is not acceptable to print these reports for the sake of making written corrections on them and sending them back in to ORPTS. Any sales corrections must be submitted via RPS or by using the RP-5217ACR, Sale Correction Form. This form is available online at:

[http://www.tax.ny.gov/pdf/current\\_forms/orpts/rp5217ac\\_fill\\_in.pdf](http://www.tax.ny.gov/pdf/current_forms/orpts/rp5217ac_fill_in.pdf) - City/Town Assessor Correction Form

[http://www.tax.ny.gov/pdf/current\\_forms/orpts/rp5217ad\\_fill\\_in.pdf](http://www.tax.ny.gov/pdf/current_forms/orpts/rp5217ad_fill_in.pdf) - County Director Correction Form

[http://www.tax.ny.gov/pdf/current\\_forms/orpts/rp5217av\\_fill\\_in.pdf](http://www.tax.ny.gov/pdf/current_forms/orpts/rp5217av_fill_in.pdf) - Village Assessor Correction Form

## Getting Help

If you have any questions about this application, or need further assistance, call the Solutions Center at: 518-591-5233.

If your problem is not urgent, or if you have comments on the application, you can follow the link at the bottom of each page of the application, "Question/Comments Sales Reports Application". This link will bring you to the following page, where you can enter your comments. ORPTS staff will review these comments and respond.



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*Please state your name, e-mail address and questions or comments on Quarterly Sales Reports..*

Question/Comment:

Your Name:

Your E-mail:

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