



Condominium Apportionment Web System

Worksheet – Condo Lots Upload Reference Guide

Version 1.5

March 2011

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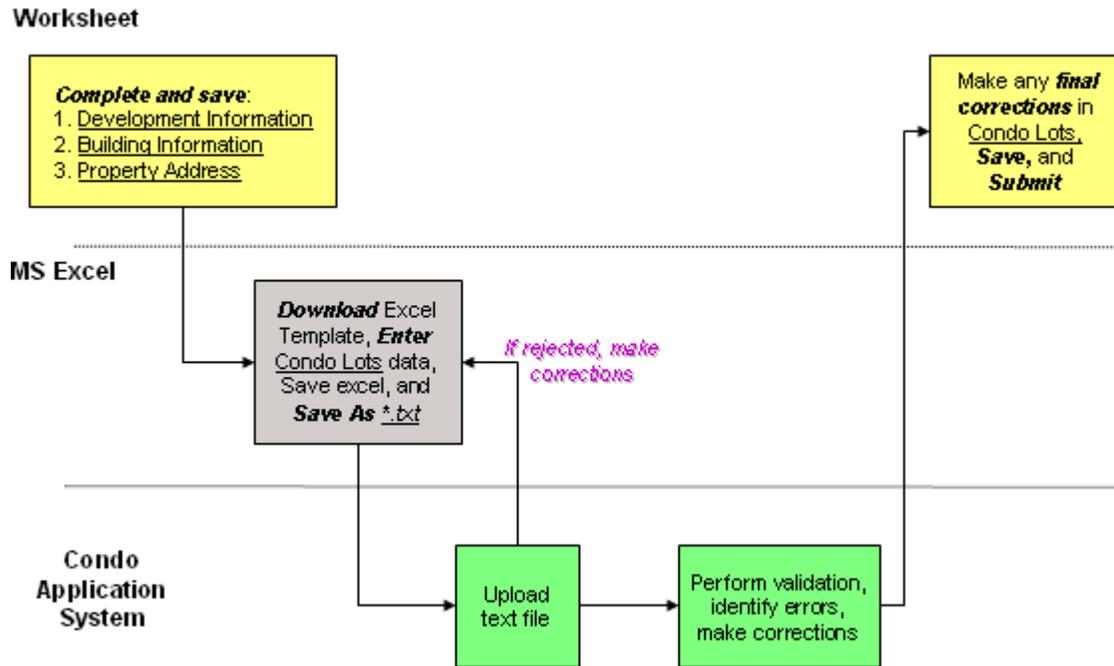
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1. Introduction

Purpose of Condominium Lots Upload

The primary purpose of this upload is to ease the entering of Condominium lots on the Worksheet. This new workflow is to reduce manual effort and to leverage an electronic medium to automate this repetitive task. This application is not for re-apportionment.

2. High-Level Process flow



3. Condo Lots Excel Download Steps

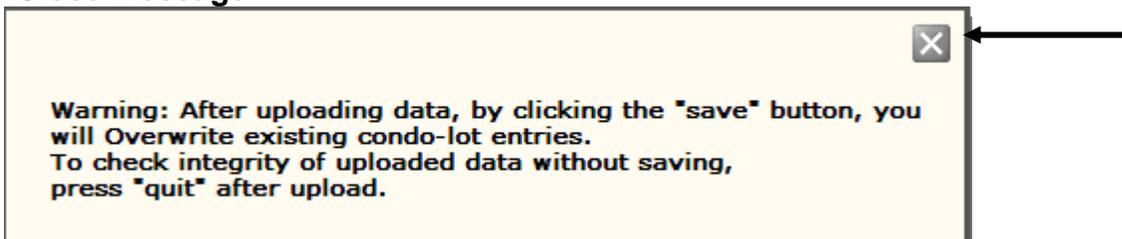
1. Access Excel Template

Click on the below link to obtain the excel template.

[Import Tab-Delimited File for Upload of Condo Lots Information](#) ←



2. Close message



3. Download Excel message

Please select tab-delimited file for upload for Schedule B
 If you need to create this file, upload an excel template [here](#) ←
 and follow [these instructions](#)

Sample of download excel file

	A	B	C	D	E	F	G	H	I	J
			Unit Number (apt. number)	Total Unit Sq. Feet	Common Interest	Use type	Total Units In Lot	Floor	Building Number or Name (exact match to worksheet)	Address (exact match to worksheet)
1	Block	Lot				Residential - Condo				
2	67	1001	11	100	50		2	3	building 1	59 maiden lane

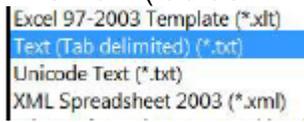
4. Enter your condo lots data

5. Save the Microsoft excel file

Note: Use file naming standards that are easy to follow and search such as the address and date.

6. Save the Microsoft excel file as text (tab delimited)

- a. Choose “save as” -> “other formats”
- b. Click on the Text (tab delimited)



Notes:

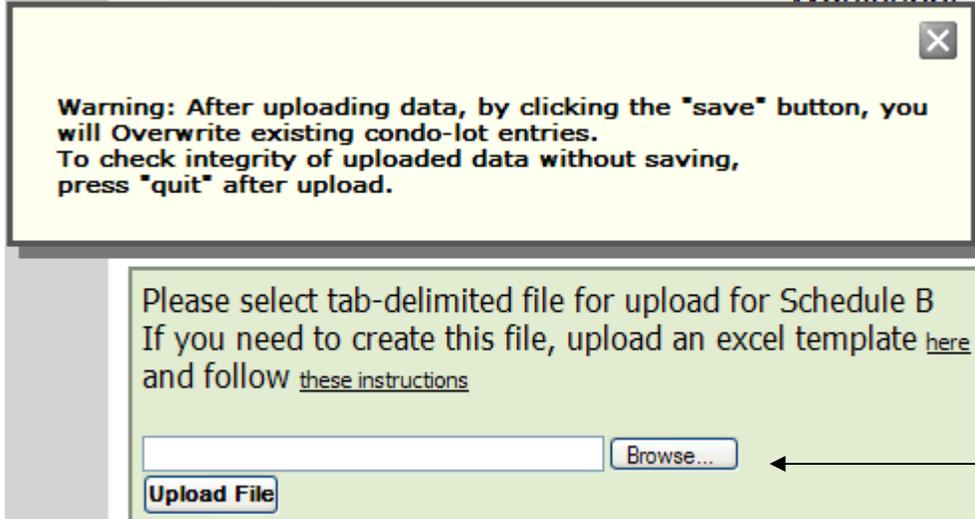
- 1. When you click on the text file, it opens Microsoft Notepad - not Excel or Word.
- 2. Use file naming standards that are easy to follow and search such as the address and date.
- 3. Notice that the icon is different for a text file than a Word file.

7. Open System: Worksheet - Condo Lots

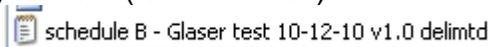
Click on the back button – upper left corner (⏪ ⏩). This will return to the Condo Apportionment system...Worksheet document...download dialog box.

8. Upload text file

- a. Close the warning message box.
- b. Click on the Browse button



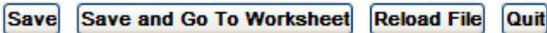
- c. Select your text (tab-delimited) file and click on the Open button



- d. click on the Upload File button 

- e. click on the Save button

Note: We recommend saving the page during data entry so that you can return at another time to complete and submit. Once the worksheet is submitted you will not be able to make edits unless the worksheet is rejected.



Note: if there are errors, they will be identified here in red. Please correct them and hit the Save button again.

- f. click on the Save and Go To Worksheet button and review the data

Note: If you make changes in the uploaded data while in the Condo Apportionment system, you need to also make those changes in your original excel file. You **can not** make changes in tab-delimited file because the system will not accept them.

4. Condo Lots – Upload Business Rules

Upload Rules

- Rule #1: Excel file must be saved as text (tab-delimited) with an extension of ***.txt**.
- Rule #2: Each cell in a row must have a value.

Excel Field Edit Rules**1. Block #**

- Enter the block # which can accept up to 5 numeric digits.
- The Block # must be the same as on the Application Request.

2. Lot #

- Enter the new assigned lot #'s which can accept up to 4 numeric digits.
- The entered lot numbers must be the same as the lots assigned by the Tax Map Clerk on the Application Request. All newly created assigned lots must be used on the excel file.
- The number of lots assigned should equal to the number of lots entered on the excel spreadsheet.

3. Condo Unit Number #

- Enter the new/revised/correct condo unit number # with a maximum of five (5) alphanumeric digits.
- No two lots on the same block can have the same apartment #

4. Unit Total Square Feet

Enter the new/revised/correct Unit total square feet which can accept up to nine (9) numeric digits.

Note: Normally the terraces and balconies are under direct Condo ownership. Furthermore, Finance does not include terraces and balconies in the floor area when calculating the gross building area.

5. Common Interest

- Enter the new/revised/correct Common Interest with a maximum of three (3) numeric digits or 100%.
- The sum of the common interest percentages for all of the condo units must be equal 100.

Notes:

1. If the Condo Unit's common interest is 25%, and then you would enter 25.
2. Normally the terraces and balconies are not included as common elements and are generally under direct Condo ownership.

6. User Type

- A. By clicking on the down arrow , a drop down list will appear with the valid entries.
- B. Click on the appropriate use type.

7. Total Units in Lot

Enter the new/revised/correct total units in Lot # with a maximum of nine (9) numeric digits.

9. Floor #

Enter the new/revised/correct floor # with a maximum of thirty (30) alphanumeric digits.

8. Building Number or Name

- Enter the exact Building number or Name.
- This data must be the same as on the Worksheet – Building Information tab

9. Address

- Enter the exact Building Low # and Street Name
- This data must be the same as on the Worksheet – Property Address tab

5. Condo Apportionment – Worksheet Screen

Worksheet Overview & Header

The Worksheet is ONLY available once the Lots have been assigned and the invoice has been paid.

Worksheet Saving data

1. When you have entered and inserted new data rows into a section and try to move to another section/tab, the application will prompt you with the below message:

Save Message

You have not saved your changes.If you do not save, your changes will be lost.

Save Changes

Do Not Save

2. Click the Save Changes button to save any changes you have made. This will NOT submit the Worksheet for DOF processing.
3. Click the Do Not Save button to NOT save any changes you have made.
4. If you hit the Save button, the above message will not appear.

6. Condo Apportionment – Business Rules

Application Business Rules

1. Users are **not** allowed to submit the request unless all the necessary data is entered and correctly formatted.
2. Once an application is submitted, the applicant can view or withdraw it but not modify it.
3. Once an application has been approved, the applicant can only view it.
4. Property address (House # and Street) and BBL data will be validated against DOF's Property Master Files. These can be referenced on the NYC.GOV website under the property search engine.
5. Once the application is Finance approved, the applicant prints the Lot(s) Invoice.
6. The assigned lots and condo number are only valid from 1 year from the date of issuance.

Worksheet Business Rules

1. Once the external user submits this worksheet, the task for processing and approval of the worksheet is assigned to NYC/Finance.
2. The system will not allow an applicant to submit the data unless the sum of the common interest percentage is equal to 100.
3. Once submitted, the applicant will **not** be able to change the form unless it is rejected.
4. Applicants can save the worksheet as draft and come back later to complete it and submit.
5. All addresses will be validated.
6. BBLs will be validated (Additionally parent lots will be validated to ensure that child lots do not exist)
7. If Floor # is numeric and the building does not list a 13th floor (the building has more than 12 floors), then the floor # must be greater than the # of stories in the building.
8. Common Area Sq. Feet: must be a whole number with a maximum of 9 numeric digits.

Note: The following items, without assigning tax lots, are considering Common elements in condominium: Hallways, lobby, elevators, utility room (mechanical area, boiler, hot water heater etc), stairway, laundry room, roof, lounge, spa, gym, pool, water tanks, building management office, super's apartment, and indoor garden.

9. Building Gross Sq. Feet: must be a whole number with a maximum of 9 numeric digits.

Notes:

1. This amount must equal the Common Area plus the sum of the units square feet.
2. Finance does not include terraces and balconies in the floor area when calculating the gross building area.

7. Condo Apportionment – Out of Scope for Release 1.0

1. There is no integration with NYC/Department of Finance's payment service (NYCServ).
2. There is no integration with the NYC/Department of Finance's ACRIS (Automated City Register Information System) to provide seamless document upload feature.
3. There is no online integration of the Condo application with other city agencies (Department of Buildings, Attorney General, etc.).
4. There is no integration with NYC/Department of Finance's Digital Tax Map (DTM) system for obtaining Lot# numbers information.
5. There is no elimination of manual process for maintaining Lot# in paper files (dialog book).
6. There is no reporting on the status of applications or worksheets being worked on by DOF Clerks, DOF Cartographers, or Applicants.