

Computer Assisted Mass Appraisal (CAMA) System

September 8, 2009

Bruce Grandjean
President, Grandjean & Braverman, Inc.

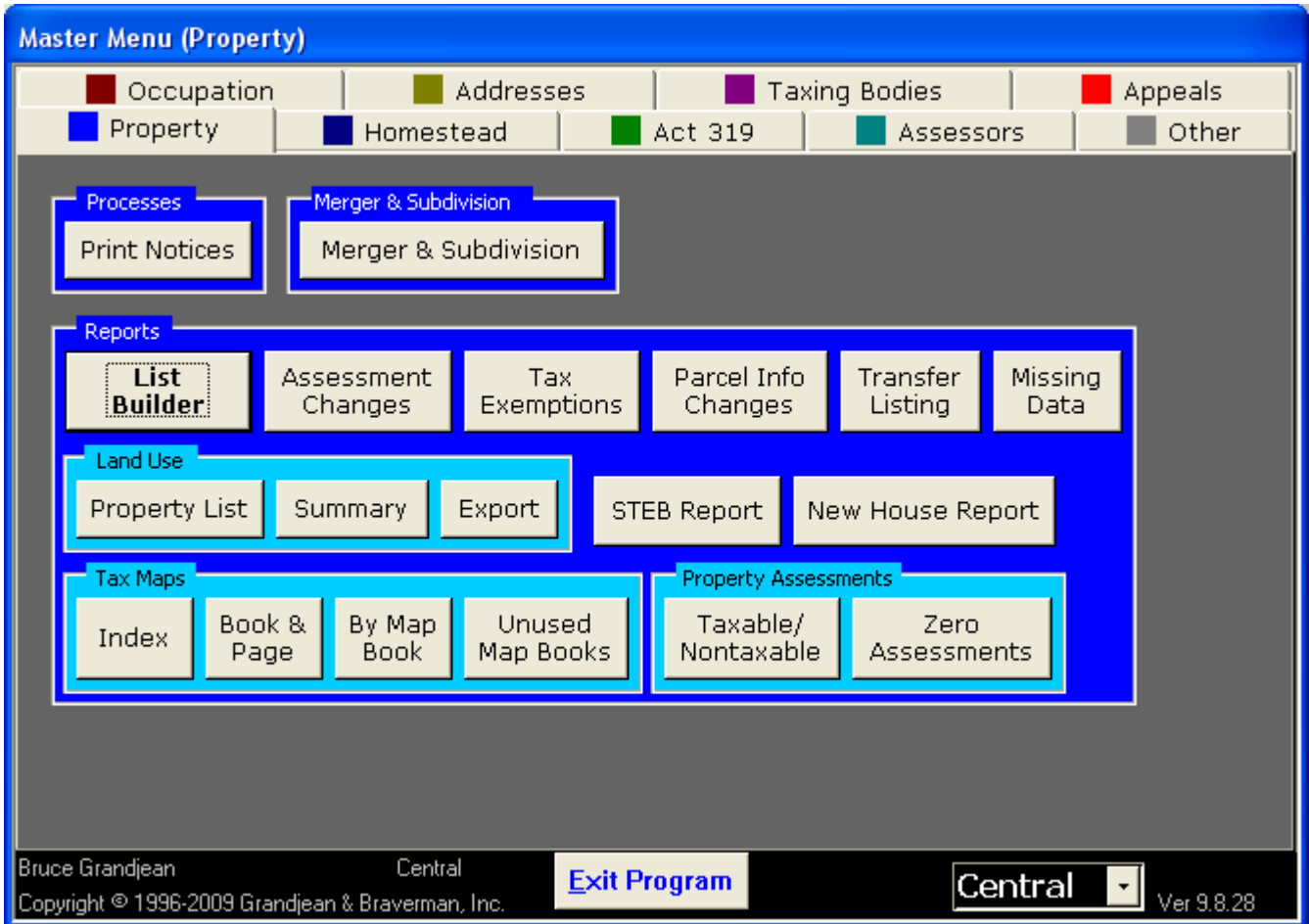
Michael Wolfe
Software Engineer, Grandjean & Braverman, Inc.

John Nolan
Chief Assessor, Wayne County

John McCormick
Assessor, Wayne County

Dennis Ford
MIS Director, Wayne County

Program Highlights



- In use and continually improved since 1996
 - Runs on any of the current versions of Windows including Version 7 when released
 - Written in Microsoft Access (runs on free runtime)
 - Data currently stored using Microsoft SQL Server
- Supports laptop computers for in-field use
 - Minimal hardware requirements, 1.83 GHz processor, 1 GB RAM, 50GB Hard drive
 - Automatic nightly synchronization
- Designed to allow in-house reassessment
- Tabbed User Interface
- Easy selection of Central, Local or Archived data
- Integrates with Tax Collection and Tax Claim programs

Universal Search

P/C	Ctl #	Name	Tax Map	Type	Book/Page	Acres	Address
▶ C	076562	GRANDJEAN BRIAN	05-0				
C	039351	GRANDJEAN BRUCE L	05-0				19 MYRTLE RD
P	057539	GRANDJEAN BRUCE L	05-0-0004-0014	D	0525/0411	1.016	LU: ONE FAMILY DWELLING
P	057003	GRANDJEAN BRUCE L	05-0-0015-0003	D	0394/1108	3.757	LU: ONE FAMILY DWELLING
C		GRANDJEAN BRUCE L & KATHLEEN					19 MYRTLE RD
P	057003	GRANDJEAN BRUCE L & KATHLEEN	05-0-0015-0003	D	0394/1108	3.757	LU: ONE FAMILY DWELLING
C	052777	GRANDJEAN CECILE F	05-0				1086 WOODLYN LN N
P	057539	GRANDJEAN CECILE F	05-0-0004-0014	D	0525/0411	1.016	LU: ONE FAMILY DWELLING
P	032901	GRANDJEAN CECILE F	19-0-0007-0173	R	0721/0250	0.229	LU: ONE FAMILY DWELLING
C		GRANDJEAN CECILE FRANCES					1086 WOODLYN LN N
P	057539	GRANDJEAN CECILE FRANCES	05-0-0004-0014	D	0525/0411	1.016	LU: ONE FAMILY DWELLING
P	032901	GRANDJEAN CECILE FRANCES	19-0-0007-0173	R	0721/0250	0.229	LU: ONE FAMILY DWELLING
C	085686	GRANDJEAN CHRISTINE	05-0				CEDAR ST
C		GRANDJEAN JAMES JR					5 CHELSEA RD
P	017755	GRANDJEAN JAMES JR	14-0-0027-0101	R	2347/0238	0.276	LU: MOBILE HOME ON OWNED LAND
P	017761	GRANDJEAN JAMES JR	14-0-0027-0109	R	2347/0238	0.276	LU: RESIDENTIAL LOT LESS THAN ONE ACR

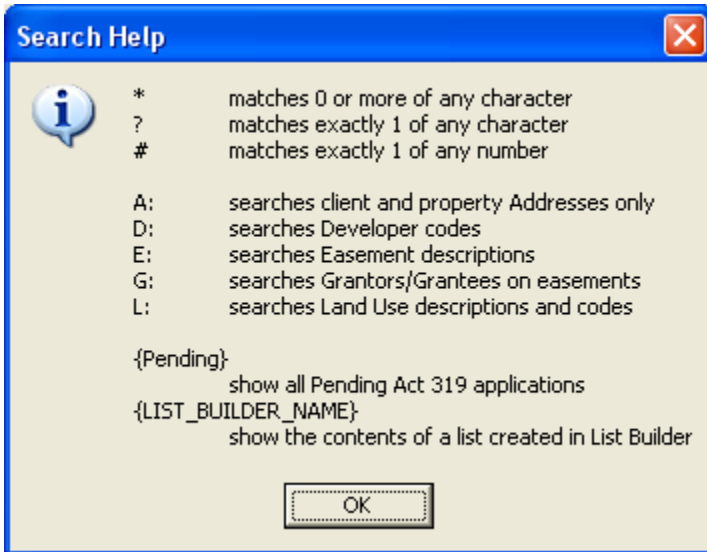
All
 Property
 Clients
 Search:

29 results returned in 0.234 seconds

Record: of 29

- Automatically searches the following:
 - Clients by:
 - Control number
 - Name
 - Mailing Address
 - Properties by:
 - Control Number
 - Parent Control Number
 - Tax Map Number
 - Owner's Name
 - Physical Address
 - Deed Book/Page
 - Act 319 Book/Page
 - Easement Book/Page (e.g., Gas Leases)
 - Previous Tax Map Number
 - Previous Owner's Name
- All columns can be sorted

Special Search Options



Example Searches:

- 21-1- returns properties with tax map beginning 21-0-0001- and properties with a previous tax map beginning 21-0-0001-
- 785- properties with an ownership, easement or Act 319 enrollment recorded in deed book 0785
- 785 / 229- properties with an ownership, easement or Act 319 enrollment recorded in deed book 0785 on page 0229
- A: *Miller- returns properties on Miller Rd and clients who get mail at Miller Ave, but not properties owned by John Miller
- D: Hideout- returns all properties in the Hideout development
- E: Oil and Gas- returns all properties with an Oil and Gas lease
- G: Chesapeake- returns all properties where Chesapeake Appalachia, LLC owns an interest in a gas lease
- L: Cemetery- returns a list of all the cemeteries in the county
- {Pending}- returns all properties with pending Clean & Green applications, sortable by date the application was returned
- {bgrandjean}- returns all properties in the 'bgrandjean' list as created in the Property List Builder

Parcel Tab

Property Form

Control #: 000214 Twp/Boro: BERLIN Tax Map: 0236-0010 Land Use: 110 Photographed Scanned
 Owner: SCHWARTZ ALBERT H SR & ALBERT H F9 = Refresh

Parcel | Land | Dwellings | Auxiliaries | Summary | Assessment | Ownership | Drawings | Photos | C & G | Notes

Twp/Boro: BERLIN Township School Dist: Wayne Highlands School District Parent CN:
 Photo #: 684-10-18-009 Photo 2: Road Name: PINTLER RD
 Street: PINTLER RD Temp Street: Street Date:
 Old Assmt Street: Location:
 Lot #: Section: Block:
 Permit Flag: Recheck Flag: Parcel Eliminated: Don't Publish:
 Prev Tax Map: 0236-0010 M/P M Book: 0001 Page: 0101 Check Date: 6/24/2008
 Acreage: 40 Land \$58,300 Impr \$23,600 Total \$81,900 Checked By: jfn
 Letter Type: Letter Sent: Letter Received: Letter Usable:
 Notes: 6/7/07 JM Two trailers added to this parcel on leases. Well by trailer on right, can't see any septic.

Address List:
 94A PINTLER RD
 94B PINTLER RD
 74 PINTLER RD
 84 PINTLER RD

Record: 1

Developments Development to Print
 Record: 1

Judicial List

Lease List

Buttons: Add, White Sheet, Prop Hist, Commercial, Appeals, Act 319 App, Routes, Go To GIS, Checked, Tax Post, Prp Crd
 Ctrl #, Subs/Mergers, Map Books, Tax Maps, Permits, Homestead, E & R, Go To CN, UnCheck, Scans, Close

Record: 1 of 1 (Filtered)

- Property Form tabbed for different sections of information
- Standard information above tabs
- Buttons below access additional reports and functions
- Parcel tab contains summary information
 - Acreage
 - Assessed Values
 - Notes
 - School District
 - Addresses from GIS
 - Parent Control Number
- Integrated with ESRI GIS mapping software

Land Tab

Property Form

Control #: 000214 Twp/Boro: BERLIN Tax Map: 0236-0010 Land Use: 110 Photographed Scanned

Owner: SCHWARTZ ALBERT H SR & ALBERT H F9 = Refresh

Parcel Land Dwellings Auxiliaries Summary Assessment Ownership Drawings Photos C & G Notes

Acres 40.0000 SqFt 1,742,400 010

Initial Value: 40.0000 1,742,400 BERLIN 0.93

Acres: 40.0000 1,742,400 Utility: Well, Septic, No Gas

SqFt: 90800 to Acres: 90800

Display Choice: Acreage Sq Ft

Topo: Above Street 1 Topo: Rolling 1 Slope: Moderate 0.95 Shape: Square 1 Site: Similar to Surr 1 Fire: 1-5 Miles 1 School: Lake/Pond: Homesites: 1 Access: Dirt Road 1 Route Typ: Unpaved Local 0.98 Adverse 1: None 1 Adverse 2: None 1 Positive 1: None 1 Positive 2: None 1 Water: N/A 1

Acreage Category	Comm Rate	Size	Base Rate	Aggr Adj	Utilities	Econ Adj	Calc'd Value	Appraiser Adj	Adjustment Reason	Mkt Land Value	Ag Pricing	C&G Value	Assessed Value
RP		1.0000 *	17,500	* 0.931	+13000	* 0.93 =	27,242	* 1.000		27,242	<input type="checkbox"/>		27,242
RP		1.0000 *	17,500	* 0.931	+13000	* 0.93 =	27,242	* 1.000		27,242	<input type="checkbox"/>		27,242
RS		38.0000 *	1,105	* 0.931	+	0 * 0.93 =	36,365	* 1.000		36,365	101.38 <input checked="" type="checkbox"/>	3,852	3,852
*		*		*	+	* 0.93 =	*	*		*			
		2.0000	0.0000	40.0000		26,000				90,849		3,852	58,336
		38.0000	0.0000							90,800		Rounded:	58,300
		0.0000	0.0000										

Record: 1 of 3

Buttons: Add, White Sheet, Prop Hist, Commercial, Appeals, Act 319 App, Routes, Go To GIS, Checked, Tax Post, Prp Crd, Ctrl #, Subs/Mergers, Map Books, Tax Maps, Permits, Homestead, E & R, Go To CN, UnCheck, Scans, Close

Record: 1 of 1 (Filtered)

- Acreage in segments for different valuations and adjustments including Clean and Green
- Adjustments for topography and other features
- Display in either acreage or square feet
- Utility Values
- Neighborhood

Clean and Green Tab

Property Form

Control #: 000214 Twp/Boro: BERLIN Tax Map: 0236-0010 Land Use: 110 Photographed Scanned
 Owner: SCHWARTZ ALBERT H SR & ALBERT H F9 = Refresh

Parcel Land Dwellings Auxiliaries Summary Assessment Ownership Drawings Photos C & G Notes

Act 319 Book: 2599 Page: 0181 Start Year: Create/Edit Breach View Breach Worksheet(s)

Reserve	Ag Class	Acreage	C&G Rate	C&G Value	Avg C&G Rate
Forest Reserve	0-0	5.51351	101.38	\$559	
Forest Reserve	3-0	3.74081	101.38	\$379	
Forest Reserve	3-ML	0.04500	101.38	\$5	
Forest Reserve	4-M	2.61953	101.38	\$266	
Forest Reserve	6-0	4.77672	101.38	\$484	
Forest Reserve	7-0	23.22176	101.38	\$2,354	
Ineligible	IN	2.00000	101.38	\$203	
		39.91733		\$4,250	\$106.46
			Total Utilities	\$26,000	
			C&G Total	\$30,250	

The acreage in this table comes from GIS and does not always total exactly to deeded acreage. The average C&G rate is calculated here and used to compute the C&G Land value on the Land tab.

Soils Report

Record: 1 of 7

Record: 1 of 1 (Filtered)

Buttons: Add, White Sheet, Prop Hist, Commercial, Appeals, Act 319 App, Routes, Go To GIS, Checked, Tax Post, Prp Crd, Ctrl #, Subs/Mergers, Map Books, Tax Maps, Permits, Homestead, E & R, Go To CN, UnCheck, Scans, Close

- Displays acreage divided up by soil types
- Information imported from GIS system
- Calculates rollback amounts for full and partial breaches

Dwelling Tab

Property Form

Control #: 000214 Twp/Boro: BERLIN Tax Map: 0236-0010 Land Use: 110 Photographed Scanned
 Owner: SCHWARTZ ALBERT H SR & ALBERT H F9 = Refresh

Parcel Land Dwellings Auxiliaries Summary Assessment Ownership Drawings Photos C & G Notes

Address: 84 PINTLER RD Bldg #:

Style: Old Style Foundation: Bsmt
 Occupancy: Single Fam Ext Walls: Wood Siding
 Story Ht: 1 1/2 Story Roof: Metal
 Int. Walls: Dry Wall/Plaste Int. Walls:
 Floor Cov.: Carpet Floor Cov.: Lin/Vinyl
 Heat Sys: Partial Heat Type: Unit Heaters

Rooms: 6 Bedrooms: 3 Full Baths: 1 Half Baths: Plumbing:
 Fireplace Type: Stacks: Openings:
 Amenity: None/Typical Amenity: None/Typical

Quality: E Yr. Built: 1870 Estimated
 Cost/Design: 1 Yr. Remod: Estimated
 Phys Cond: Very Poor Eff Year: 1870 % Complete: 100%
 Obsolescence: None Degree Rehab: Some

	Living Area	Unfinished	Finished	MH Length:
Basement	0	616	0	MH Width:
Main	1330			Reg Expire: <input type="text"/>
Attic:	0	0		System Date: 11/23/2003
Total:	1330	Attd Garage:	0	Bsmt Garage: <input type="text"/>
Coml:	0	Desc: House		
Homestead %:	100	Farmstead %:	0	Page Num: 1.00

Record: 1 of 3

Addition Type	Size	Drawing	Page #
Open Frame Porch	75	House	1.00
Wood Deck	28	House	5.00
Wood Deck	36	House	5.00
Wood Deck	96	House	6.00

Commercial
 Trailer Registr

Record: 1 of 4

Add White Sheet Prop Hist Commercia Appeals Act 319 App Routes Go To GIS Checked Tax Post Prp Crd
 Ctrl # Subs/Mergrs Map Books Tax Maps Permits Homestead E & R Go To CN UnCheck Scans Close

Record: 1 of 1 (Filtered)

- Detailed information about dwelling used to calculate assessment
- Adjustment factors including quality, cost/design, physical condition, obsolescence, and rehab
- Square footage imported from Apex drawings
- Trailer registration information
- Addition descriptions and sizes
- Percentages qualifying for Homestead/Farmstead adjustments

Auxiliary Tab

Property Form

Control #: 000214 Twp/Boro: BERLIN Tax Map: 0236-0010 Land Use: 110 Photographed Scanned
Owner: SCHWARTZ ALBERT H SR & ALBERT H F9 = Refresh

Parcel Land Dwellings Auxiliaries Summary Assessment Ownership Drawings Photos C & G Notes

Auxiliary Type	Construction	Condition	Quality	Bldg #	Notes	Size	Drawing	FS%	Page #
Barn, 2 sty	Frame/Masonry	No Value	D		Fell in	1140	House	100	2.00
Livestock Shelt	Frame	No Value	D			336	House	100	3.00
Shed, 1 story	Frame	No Value	D			112	House	100	4.00

Record: 1 of 3

Add White Sheet Prop Hist Commercia Appeals Act 319 App Routes Go To GIS Checked Tax Post Prp Crd
Ctrl # Subs/Mergrs Map Books Tax Maps Permits Homestead E & R Go To CN UnCheck Scans Close

Record: 1 of 1 (Filtered)

- Information used for valuation including construction, condition and quality
- Size imported from Apex drawing
- Percentage qualified for farmstead adjustments

Drawings Tab

Property Form

Control #: 000214 Twp/Boro: BERLIN Tax Map: 0236-0010 Land Use: 110 Photographed Scanned

Owner: SCHWARTZ ALBERT H SR & ALBERT H

F9 = Refresh

Parcel Land Dwellings Auxiliaries Summary Assessment Ownership Drawings Photos C & G Notes

Description

House

1.5sFr/B
616.0 sf

22.0'

28.0'

Att'd 1sFr
21.0'
252.0 sf

12.0'

OFP
75.0 sf
5.0'
15.0'

Edit Sketch Delete Sketch

Copy Sketch Transfer Sketch

Record: 1

Sketch by Apex Medina™

Zoom out Fit IN Page Prev 1 of 6 Next Print

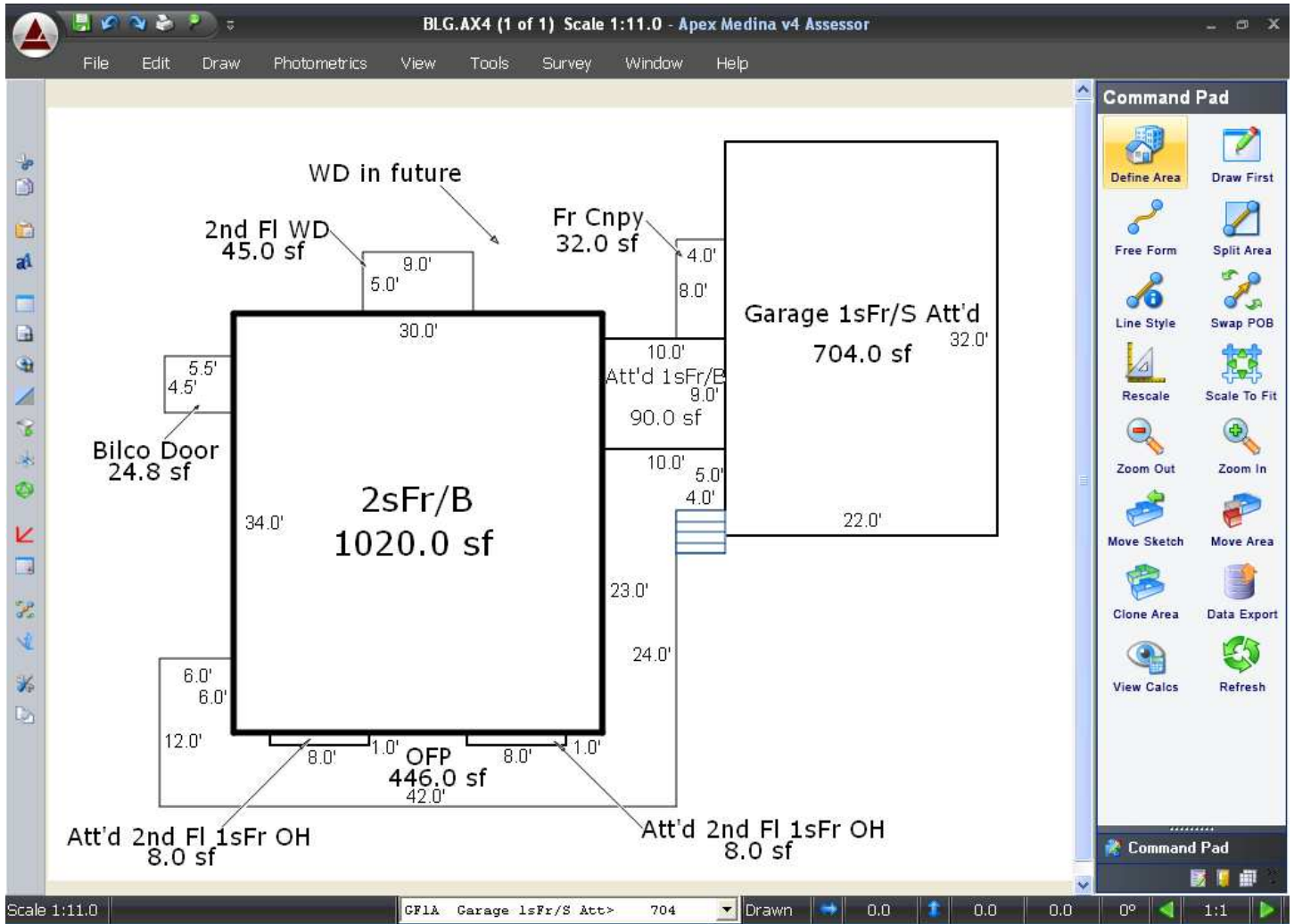
Add White Sheet Prop Hist Commercia Appeals Act 319 App Routes Go To GIS Checked Tax Post Prp Crd

Ctrl # Subs/Mergrs Map Books Tax Maps Permits Homestead E & R Go To CN UnCheck Scans Close

Record: 1 of 1 (Filtered)

- Multiple pages per drawing
- Multiple drawings per parcel
- Preview drawing pages without opening sketch program
- Copy or Transfer sketch to a different parcel

Apex Sketch Software



- http://www.apexwin.com/v5/assessor_v4.php
- Fully integrated

Summary Tab

Property Form

Control #: 000214 Twp/Boro: BERLIN Tax Map: 0236-0010 Land Use: 110 Photographed Scanned
 Owner: SCHWARTZ ALBERT H SR & ALBERT H F9 = Refresh

Parcel Land Dwellings Auxiliaries Summary Assessment Ownership Drawings Photos C & G Notes

Recost:

Recomp:

Acreage: 40. 1,742,400

Valuation Notes :
 Add two Trailers

Selected Value

	Land	Improvements	Total
<input checked="" type="radio"/> Cost	\$90,800	\$23,600	\$114,400
<input type="radio"/> Market	\$90,800	\$23,200	\$114,000
<input type="radio"/> Commercial	\$90,800	<input type="text"/>	
<input type="radio"/> Comm & Cost	\$90,800		
<input type="radio"/> Income	\$90,800		<input type="text"/>
<input type="radio"/> Appraiser		<input type="text"/>	<input type="text"/>

Clean & Green Value \$3,900
 Final Appraised Value \$58,300 \$23,600 \$81,900
 Reason Code
 Reason For Change:

Date: 6/24/2008
 Initials: jfn

Comparability1: 66.88
 Comparability2: 73.64
 Comparability3: 81.57
 Comparability4: 81.67
 Comparability5: 82.56

Record: 1 of 1 (Filtered)

- Button to recompute cost value
- Button to reselect comparables for market value
- Comparables report
- Selection of six different methods for determining value
- Entry of reason for change as part of finalization process

Subject	Comparable #1	Comparable #2	Comparable #3	Comparable #4	Comparable #5
Control #	000856	010932	011202	024572	029747
TaxMap	01-0-0255-0071. -	09-0-0223-0049. -	09-0-0243-0022. -	18-0-0010-0024. -	28-0-0007-0081. -
Address	BETHEL SCHOOL R BERLIN MIDDLE TIER 1	PLEASANT VALLEY DYBERRY MIDDLE TIER 1	GRANGE RD DYBERRY MIDDLE TIER 1	ROCKY VIEW DR CHIMNEY HILL MIDDLE TIER 1	WAYMART MIDDLE TIER 1
Neighborhood					
Neighborhood Grp					
Acreege/Value	40 90,800	45 91,400	2.4 34,600	2.008 36,300	0.197 14,900
Occupancy	Single Fam	Single Fam	Single Fam	Single Fam	Single Fam
Style	Old Style	Colonial	Old Style	Cape	Conventional
Story Ht.	1 1/2 Story	2 Story	1 1/2 Story	1 1/2 Story	1 1/2 Story
Exterior Walls	Alum/Vnyl	Alum/Vnyl	Wood Siding	Shingle	Shingle
Total Living Area	1330	1450	1389	1519	971
Quality/Condition	E Very Poo	C Good	C Good	D+10 Average	C-5 Average
Year Built/Eff Yr Blt	1870 1870	1869 1869	1900 1900	1890 1890	1869 1869
Rms/BRS/Bths/.5 Bths	6 3 1 0	6 3 1 0	6 3 2 0	6 3 1 0	6 3 1 0
Unfin Bsmt/Fin Bsmt	616 0	688 0	624 0	816 0	991 0
Heat Type	Hot Water/Steam	Warm Air	Warm Air	Hot Water/Steam	Warm Air
Fireplaces	0 0	0 0	0 0	0 0	0 0
Attd Garage	0	0	324	0	0
Addition 1	Wood Deck 96	Enclosed Fr. Porc 154	Frame Att Gar 324	Open Frame Porc 256	Open Frame Porc 108
Addition 2	Open Frame Por 75	AD 144	AD 192	AD 208	AD 35
Aux 1	Barn, 2 sty 1140	Barn, 2 sty 1080		Det. Gar, 2 story 440	Det. Gar, 1 story 264
Aux 2	Livestock Shelter 336			Shed, 1 story 139	
Sale Price/Date	75,000 6/7/2002	125,000 7/10/2003	140,000 6/5/2002	92,700 1/31/2001	45,000 10/12/2001
TASP	79,530	125,751	148,457	105,275	49,504
Adj to Subject	82,700 31,700	174,700 -60,300	97,100 17,300	92,100 22,300	58,400 56,000
Ind Value of Subject	111,230	65,451	165,757	127,575	105,504
Subject Market Value					
Comparability Rating	N/A	22.95%	73.64	20.84%	81.575
		66.88	18.82%	81.671	18.79%
			18.82%	82.560	18.59%



Assessment Tab

Property Form

Control #: 000214 Twp/Boro: BERLIN Tax Map: 0236-0010 Land Use: 110 Photographed Scanned

Owner: SCHWARTZ ALBERT H SR & ALBERT H F9 = Refresh

Parcel Land Dwellings Auxiliaries Summary Assessment Ownership Drawings Photos C & G Notes

Land	Mkt Land	Improvement	Total	Notice Date	Effective	Appeal Date	Approved	By	Old Assmts
\$58,300	\$90,800	\$23,600	\$81,900	1/12/2009	1/1/2009	2/21/2009	1/9/2009	319	<input checked="" type="checkbox"/>
Reason For Change: Act 319/156/235- Use Value rate change for 2009 tax year as required from Pa. Dept. of Agriculture									
\$58,100	\$90,800	\$23,600	\$81,700	6/25/2008	7/1/2008	8/4/2008	6/24/2008	jfn	<input type="checkbox"/>
Reason For Change: Added two trailers									
\$85,300	\$78,800	\$12,800	\$98,100	12/11/2007	1/1/2008	1/20/2008	11/5/2007	319	<input type="checkbox"/>
Reason For Change: Act 319/156/235- Use Value rate change for 2008 tax year as required from Pa. Dept. of Agriculture									
\$31,000	\$78,800	\$12,800	\$43,800	2/20/2007	1/1/2007	4/1/2007	2/17/2007	319	<input type="checkbox"/>
Reason For Change: Act 319/156/235- Use Value rate change for 2007 tax year as required from Pa. Dept. of Agriculture									
\$32,000	\$78,800	\$12,800	\$44,800	2/14/2006	1/1/2006	3/27/2006	2/3/2006	319	<input type="checkbox"/>
Reason For Change: Act 235 Base Acre/homesites added and current Act 319/156 use values change									
\$17,000	\$78,800	\$12,800	\$29,800	9/29/2004	1/1/2005	11/7/2004	9/28/2004	jfn	<input type="checkbox"/>
Reason For Change: Clean & Green Act 319/156 Assessment									
\$78,800	\$78,800	\$12,800	\$91,600	7/1/2004	1/1/2005	7/31/2004	3/3/2004	cvs	<input type="checkbox"/>
Reason For Change: Formal Notice									
\$78,800	\$78,800	\$12,800	\$91,600	4/23/2004	1/1/2005	6/25/2004	3/3/2004	cvs	<input type="checkbox"/>
Reason For Change: Informal Notice									

Record: 1 of 8

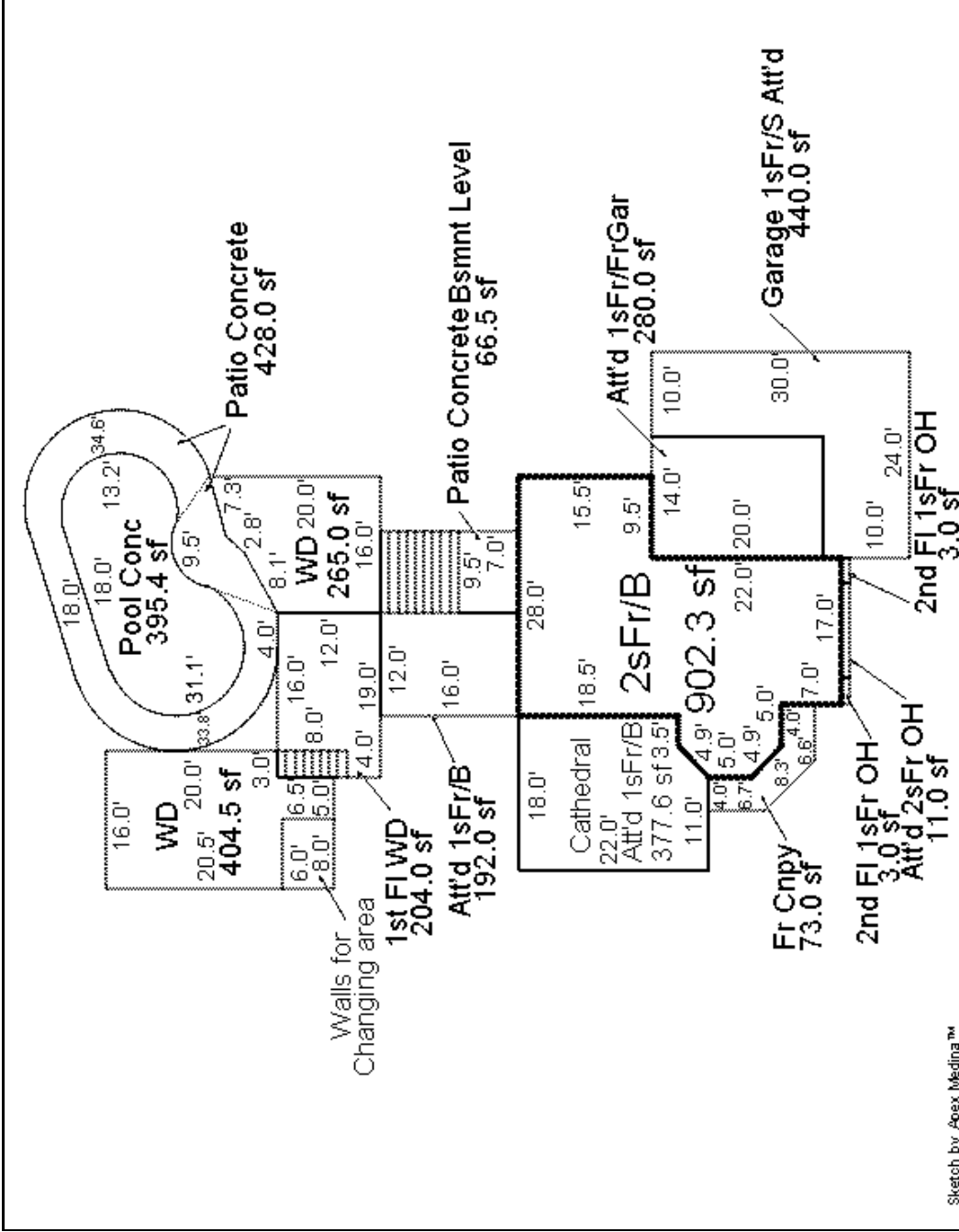
[Add](#)
[White Sheet](#)
[Prop Hist](#)
[Commercial](#)
[Appeals](#)
[Act 319 App](#)
[Routes](#)
[Go To GIS](#)
[Checked](#)
[Tax Post](#)
[Prp Crd](#)

[Ctrl #](#)
[Subs/Mergers](#)
[Map Books](#)
[Tax Maps](#)
[Permits](#)
[Homestead](#)
[E & R](#)
[Go To CN](#)
[UnCheck](#)
[Scans](#)
[Close](#)

Record: 1 of 1 (Filtered)

- History of assessments
- Land, market value of land, improvement and total values
- Notice date, appeal date, approval date and assessor

Name: **RICHARD J & SALLYANN J PETRUSA** Control #: 109038 Tax Map #: 01-0-0016-0018 Date: 9/9/2009 Page: 1
 Mailing Add: 53 KERNWOOD DR HONEDALE, PA 18431- Neighborhood: KERNWOOD
 Township: BERLIN Land Use: ONE FAMILY DWELLING Deed Book/Page R-1057/0122 Deed: 8/7/1995 Price: \$175,000.00
 Land: 34,800 Improvement: 279,900 Total: 314,700 Map Book/Page M-0078/0100 Acreage: 1.40



Sketch by Apex Medina™

Drawing 1 Page 1
 Occupancy Single Fam
 Style Modern/Contempor
 Exterior Walls Stucco
 Living Area 2682
 Quality/Condition A-5 Good
 Obsoles None Rehab None
 Year Built/Eff Age 1994 15
 Remodeled
 Rooms 10 Bedrooms 4
 Baths 3 Half Baths
 Plumbing 1
 Fin Attic 0 Unfin Attic 0
 Fin Bsmt 0 Unfin Bsmt 1472
 Int1 Int2 Dry Wall/Pla
 Floor1 Hardwood Floor2 Ceramic
 Amenity1 Alarm Amenity2 Whirlp
 Roof Comp Shingle
 Heat Full Hot Water/Steam
 Fireplace Masonry
 Att'd Gar 720 Bsmt Gar 0
 Coml Area 0
 % Complete: 100%
 Reg Expire:

Additions	
Patio	
Wood Deck	
Canopy	
Wood Deck	
Wood Deck	
Patio	
Patio	
Frame Att Gar	
Frame Att Gar	

Name: **RICHARD J & SALLYANN J PETRUSA** Control #: 109038 Tax Map #: 01-0-0016-0018 Date: 9/9/2009 Page: 2
 Mailing Add: 53 KERNWOOD DR HONESDALE, PA 18431- Neighborhood: KERNWOOD
 Township: BERLIN Land Use: ONE FAMILY DWELLING Deed Book/Page R-1057/0122 Deed: 8/7/1995 Price: \$175,000.00
 Land: 34,800 Improvement: 279,900 Total: 314,700 Map Book/Page M-0078/0100 Acreage: 1.40

Auxillaries	Construction	Condition	Quality	Bldg#	Notes	Size	Drawing	Page#
Swimpool	Masonry	Good Shape	C+10			395	House	1

Ownership Tab

Property Form

Control #: 000214 Twp/Boro: BERLIN Tax Map: 0236-0010 Land Use: 110 Photographed Scanned
 Owner: SCHWARTZ ALBERT H SR & ALBERT H F9 = Refresh

Parcel Land Dwellings Auxiliaries Summary Assessment Ownership Drawings Photos C & G Notes

Ownership

BkTyp	Bk #	Page	Deed	Recorded	STEB	Sale Price	Total Sale	Tax Stamp et al	Added	Approval
Record	2109	0050	10/30/2002	11/18/2002	03	\$48,000.00		\$480.00	11/20/2002	
Valid	Invalid		10/1/2003	Tran Type 4	Method Letter	Post Sale				
Record	0923	0173	3/24/1994	3/24/1994		\$0.00		\$0.00	3/24/1994	
Valid	Invalid		1/1/2000	Tran Type	Method	Post Sale				
* Record						\$0.00		\$0.00	9/1/2009	
Valid	Not Valid		1/1/1980	Tran Type	Method	Post Sale				

Owner	Receive Tax Bill?	Order	%Ownership	BkTyp	Book	Page
SCHWARTZ ALBERT H SR & ALBERT H	<input checked="" type="checkbox"/>	1	100			
SCHWARTZ ALBERT H	<input type="checkbox"/>	2	100			
Total:			300			

Record: 1 of 2

Buttons: Add, White Sheet, Prop Hist, Commercial, Appeals, Act 319 App, Routes, Go To GIS, Checked, Tax Post, Prp Crd, Ctrl #, Subs/Mergers, Map Books, Tax Maps, Permits, Homestead, E & R, Go To CN, UnCheck, Scans, Close

Record: 1 of 1 (Filtered)

- History of ownership – Deed book and page, dates, sale price, STEB information
- Multiple owners per deed, one owner designated to receive bill
- Handles unrecorded deeds
- Copy previous deed information for complicated/many owner deeds

Client Form

Client Entry Screen

Type: Individual Last: SCHWARTZ First: ALBERT H Title: []

Name: SCHWARTZ ALBERT H Alias ID: 0

Address: [] Property: 1
74 PINTLER RD Approved Homestead:

City: HONESDALE State: PA Zip: 18431- DeliveryPoint: Ref.: POST

Resid Stat: Resident Ref.: [] Control #: 000299 Twp/Boro: 010

Occupation Request Notes: [] BERLIN TOWNSHIP

Occup.: RETIRED Rate: 0 No Tax: Under18:

Prev Occ: LABORER Rate: 150 Occup. Request Sent: 8/29/1996

Work Phone: [] Home Phone: [] Jury Date: 2/4/2000

Birth Date: [] Death: [] Changed: 1/15/2009 Privacy:

Notes: []

Street Lookup [] Add White Sheet Aliases Scans

Letter Client Hist. Control # Property Close

Record: 1 of 1 (Filtered)

- Same client information used for multiple properties and occupation/per capita taxes
- Type of Entity, Residency Status, Occupation and Date of Death
- Aliases
- Scans of important documents related to the person
- Client History


Photos Tab

Property Form

Control #: 000214 Twp/Boro: BERLIN Tax Map: 0236-0010 Land Use: 110 Photographed Scanned
Owner: SCHWARTZ ALBERT H SR & ALBERT H F9 = Refresh

Parcel Land Dwellings Auxiliaries Summary Assessment Ownership Drawings Photos C & G Notes

Photo#	Date	Description
1	3/12/2003	Front house
2	3/12/2003	Barn
3	3/12/2003	Left house
4	3/12/2003	Left house
5	3/12/2003	Front house
6	3/12/2003	Barn
7	7/6/2007	Well by trailers
8	7/6/2007	Power supply by trailers
9	7/6/2007	Trailer on right
10	7/6/2007	Trailer on left
*		



Get Photo Reorder Photos
IrfanView Transfer Photos

Record: 1 of 10

Zoom out Fit IN Print

Add White Sheet Prop Hist Commercia Appeals Act 319 App Routes Go To GIS Checked Tax Post Prp Crd
Ctrl # Subs/Mergrs Map Books Tax Maps Permits Homestead E & R Go To CN UnCheck Scans Close

Record: 1 of 1 (Filtered)

- Multiple photos per parcel
- Automatically date tagged
- Easy reordering
- Easily transferred to another parcel
- Access to photo program for cropping, rotating and other features

Notes Tab

The screenshot shows a software window titled "Property Form" with a standard Windows-style title bar. The main content area is divided into several sections. At the top, there are input fields for "Control #:" (000214), "Twp/Boro:" (BERLIN), "Tax Map:" (0236-0010), and "Land Use:" (110). To the right of these fields, the text "Photographed" is displayed in green, and "Scanned" is in red. Below this, the "Owner:" is listed as "SCHWARTZ ALBERT H SR & ALBERT H". A button labeled "F9 = Refresh" is located in the top right corner. A horizontal menu bar contains several tabs: "Parcel", "Land", "Dwellings", "Auxillaries", "Summary", "Assessment", "Ownership", "Drawings", "Photos", "C & G", and "Notes", with "Notes" being the active tab. The main area contains eight text input fields, each with a label on the left: "Parcel Notes:", "Land Notes:", "Dwelling Notes:", "Aux Notes:", "Valuation Notes :", "Base Year Notes :", "Addr Chg Notes :", and "Cost/Design Notes :". The "Parcel Notes" field contains the text "6/7/07 JM Two trailers added to this parcel on leases. Well by trailer on right, can't see any septics." and the "Valuation Notes" field contains "Add two Trailers". At the bottom of the window is a toolbar with buttons for "Add", "White Sheet", "Prop Hist", "Commercia", "Appeals", "Act 319 App", "Routes", "Go To GIS", "Checked", "Tax Post", "Prp Crd", "Ctrl #", "Subs/Mergrs", "Map Books", "Tax Maps", "Permits", "Homestead", "E & R", "Go To CN", "UnCheck", "Scans", and "Close". Below the toolbar, a status bar shows "Record: 1 of 1 (Filtered)".

- Eight different notes fields to organize assessor's notes

Scan Form

Scan Form
Page 1 of 1

Scan#	Type	Date	Pages
1	Document	10/21/2008	1
Description: Building Permit 8-14-08			
* 9/3/2009			
Description:			

2008-19 BEMP PERMIT APPLICATION

BUILDING PERMIT

Municipality: _____ County: Madison

Construction Site Location: 714 - 10th St. RD.

Owner: A. H. SUTHERLAND

Address: 714 - 10th St. RD.

State: GA Zip: 30084 Phone: 570-353-2697

Front Yard: 5.0 FT. (Center of road or right of way to building)

Side Yard: 5.0 FT. (Side Yard)

FIRE PROTECTION PERMIT

Character: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Fire Department: _____

State Classification: _____

Non-Commercial: _____ Other Commercial: _____

New Residential: _____ Other Residential: _____

Total square feet: _____

No. of Stories: _____

Business use code for all work: 80, C, D, D

Description of work: MARINA

Type of work: _____

Alterations/Additions of: _____

1. Roofing - Total square feet: _____

1. Fining, supply height 2.4 inches & less: _____

1. Signs - Total square feet: _____

1. Pools - Total square feet: _____

1. Decks - Total square feet: _____

1. Detention - Total square feet: _____

Other: _____

I hereby acknowledge that I have read this application and that the above is correct to comply with all Municipal ordinances and state laws regarding construction.

Signature: A. H. SUTHERLAND

DATE: _____

ENGINE OFFICIAL USE ONLY

Plan Approved: _____

UCC Building Fee: 331.00

Plan Review Fee: _____

Admin. Fee: _____

State Fee: _____

Total Cost: _____

Code Official: _____ State Cert. # _____

Date: _____

CHIEF OFFICIAL USE ONLY

Plan Approved: _____

UCC Fire Protection Fee: _____

Plan Review Fee: _____

Admin. Fee: _____

State Fee: _____

Total Cost: _____

Code Official: _____ State Cert. # _____

Date: _____

Zoom: out Fit IN

Page: Prev 1 of 1 Next Print

Record: 1

- Allows assessors to scan documents and photos for reference
- Documents can be easily transferred or copied to other parcels

Subdivisions and Mergers Form

Subdivision and Merger History

Twp: 22-0 Tax Map: 0040-0001. - Control #: 040266

Action	Twp	Tax Map	Control #	Date
Subdivided to create	22-0	0040-0001.0001-	115704 on	11/8/2005
Subdivided to create	22-0	0040-0001.0002-	115705 on	11/8/2005
Subdivided to create	22-0	0040-0001. -cal	120878 on	11/10/2008

Action	Twp	Tax Map	Control #	Date
Merged by	22-0	0040-0001.0002-	115705 on	11/3/2008
Merged by	22-0	0040-0001.0001-	115704 on	11/3/2008
Merged by	22-0	0321-0028. -	040264 on	11/3/2008

Close

Record: 1 of 1 (Filtered)

- Displays the history of Subdivisions and Mergers that involved a property
 - Parcels Subdivided from this parcel
 - Parcels Merged into this parcel
 - Parcels from which this parcel was subdivided
 - Parcels into which this parcel was merged

Easements Form

Easements [Window Controls]

Search: Type Bk # Page
 Property: 050348 Search

Original					Revocation					Changed By
Easement Type	Bk #	Page	Date	Record Date	Bk #	Page	Date	Record Date		
Oil and Gas	3649	0350	11/28/2008	1/9/2009					ibates	
Oil and Gas	3650	0001	11/21/2008	1/9/2009					ibates	

Properties	Grantor/Grantee	Name	% Interest
050348	Grantor	CUTRONE JAMES & JEAN	0
059277	Grantee	CHESAPEAKE APPALACHIA LLC	100
059278	*		
059279			
059280			
059281			
059282			
*			

Record: [Navigation] 1 of 2

Record: [Navigation] 1 of 2

Buttons: Add Easement, Transfer Easement, Delete Easement, Easement Report, Close

- User definable Easements and Right of Ways
- Allows for saving of recording information if desired
- Lists other properties under the same easement
- Allow for the entry of Grantor and/or Grantee

Act 319 Applications Form

The screenshot shows a software window titled "Act319App" with a table of Act 319 applications. The table has the following columns: Requested, Returned, Result, ResultDate, Recorded, Book, Page, and App/Cont. The first row contains the following data: Requested: 4/27/2004, Returned: (empty), Result: Approved, ResultDate: 9/28/2004, Recorded: 9/28/2004, Book: 2599, Page: 0181, App/Cont: Application. Below the table are buttons for "Add", "Questionnaire", "Rec. Index", "Continuation", and "Close". At the bottom, there is a record navigation bar showing "Record: 1 of 1 (Filtered)".

	Requested	Returned	Result	ResultDate	Recorded	Book	Page	App/Cont
▶	4/27/2004		Approved	9/28/2004	9/28/2004	2599	0181	Application
*								

Buttons: Add, Questionnaire, Rec. Index, Continuation, Close

Record: 1 of 1 (Filtered)

- Maintains a history of Act 319 applications
 - Date application requested
 - Date returned
 - Result of application
 - Recording information
- Prints questionnaire with applicant information pre-filled
- Prints application index for filing with recorder
- Prints continuation form with applicant information pre-filled

Homestead/Farmstead Form

HomesteadApp

Homestead Applications Control #: 000214

App #	Requested	Mail Date	Result Notice Date	HS Result	FS Result	Eff Year	Inactivated	Inactivation Notice Date	Last Changed By
▶ 1650	12/1/2006	1/1/1980	2/23/2007	Approved		2007	11/19/2008	11/20/2008	jnolan
127-40	12/1/2004	1/1/1980	2/11/2005	Denied			2/23/2007	1/1/1980	
	2/8/1999	1/1/1980					3/13/2007	1/1/1980	

SCHWARTZ ALBERT H II

Record: 1 of 2

Record: 1 of 3 (Filtered)

- Maintains a History of Homestead Applications
- Prints Questionnaire with owner information pre-filled
- Identifies applicant from a list of recorded owners
- Prints Result Notice for application (normally done in a batch)
- Prints Inactivation Notice with reason for inactivation (normally done in a batch)

Appeals




Appeals Form

Appeals							
Year	File #	Appeal File Date	Letter Of Intent	Assessment Appeal Sent	Hearing Date	Time	Result
2010	54	9/1/2009	8/27/2009	8/27/2009	10/6/2009	2:10 PM	
Notes:							
Board	1	Motion:		Second:			
		Third:		Result:			
2007	53	9/1/2007	8/28/2007	8/28/2007	10/10/2007	11:30 AM	Revised
Notes: Glen- David Schwarzschild, Esq. 3000 Midlantic Dr. Suite 200 Mt. Laurel, NJ 08054							
Board	1	Motion:	Robert J Kretschmer	Second:	James J Murray		
		Third:	Gerard Adams Jr	Result:	Approved		
2005	89	9/1/2005	8/23/2005	8/23/2005	10/12/2005	3:17 PM	Rejected
Notes: Atty Francis Hogen To supply Appraisal in 45 days this is past Mandated date Rejected							
Board	1	Motion:	Robert J Kretschmer	Second:	James J Murray		
		Third:	Edward J Blasko	Result:	Approved		
2004	908	7/31/2004	7/28/2004	7/28/2004	10/18/2004	1:10 PM	Rejected
Notes: Hoegen, Hoegen & Kelley LLP Francis J Hoegen PO Box 346 Wilkes Barre PA 18703							
Board	2	Motion:	Robert J Kretschmer	Second:	Donald Smith		
		Third:	John P De Young	Result:	Approved		

Record: 1 of 6

- Tracks important dates related to appeals
- Produces pre-filled appeal application
- Produces pre-filled exemption request
- Provides a history of appeal results

Master Menu (Property)

 Occupation	 Addresses	 Taxing Bodies	 Appeals	
 Property	 Homestead	 Act 319	 Assessors	 Other

Processes

Print Notices

Merger & Subdivision

Merger & Subdivision

Reports

List
Builder

Assessment
Changes

Tax
Exemptions

Parcel Info
Changes

Transfer
Listing

Missing
Data

Land Use

Property List

Summary

Export

STEB Report

New House Report

Tax Maps

Index

Book &
Page

By Map
Book

Unused
Map Books

Property Assessments

Taxable/
Nontaxable

Zero
Assessments

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Property List Builder

Property List Builder

Add Parcels To List That Meet the Following Criteria:

- Control Number: Include Child Parcels
- Owner Name:
- Parcels Enrolled in Act 319 (Clean & Green)
- From Tax Map: Land Use:
- To Tax Map:
- Tax Map List:

Starting Tax Map	Ending Tax Map
▶ 08-0-0007-0001. -	08-0-0007-9999. -
08-0-0008-0001. -	08-0-0008-999. -
14-0-0034-0001. -	14-0-0034-9999. -
14-0-0035-0001. -	14-0-0035-9999. -
14-0-0036-0001. -	14-0-0036-9999. -
14-0-0037-0001. -	14-0-0037-9999. -
14-0-0038-0001. -	14-0-0038-9999. -
* <input type="text"/>	<input type="text"/>

Record: of 7

Include W10's

--> Add to List -->

Property Record Cards

- Labels
- Name/Address
- Alpha Full
- Alpha One Line
- Book/Page
- Geo Full
- Geo One Line
- Romich List
- Transfer List
- Export Name/Addr
- Export Duplicate

Control	Tax Map
▶ 008417	08-0-0007-0001. -
008418	08-0-0007-0002. -
008419	08-0-0007-0003. -
008420	08-0-0007-0004. -
008421	08-0-0007-0005. -
008422	08-0-0007-0006. -
008423	08-0-0007-0007. -
008424	08-0-0007-0008. -
008428	08-0-0007-0012. -
008429	08-0-0007-0013. -
008430	08-0-0007-0014. -
008431	08-0-0007-0015. -
008432	08-0-0007-0016. -
008433	08-0-0007-0017. -
008434	08-0-0007-0018. -
008435	08-0-0007-0019. -
008436	08-0-0007-0020. -
008437	08-0-0007-0021. -
008438	08-0-0007-0022. -
008439	08-0-0007-0023. -

Record:

- Save and build lists of properties based on a variety of criteria
- Lists can be exported to several report formats and Excel
- Actions may be performed against an entire list
 - Deeds
 - Easements
 - Recalculating assessment values

Master Menu (Homestead)

Occupation	Addresses	Taxing Bodies	Appeals	
Property	Homestead	Act 319	Assessors	Other

Daily Batch Printing Process

Print: New Applications, Result Notices, Inactivation Notices

Application Processing

Update Received Applications

Batch Entry

Reports

School Report

Export School

Twp/Boro Report

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Master Menu (Act 319)

Occupation	Addresses	Taxing Bodies	Appeals	
Property	Homestead	Act 319	Assessors	Other

Processes

C and G Update

Act 319 Survey

Apply New Rates

Letters

Letters

Letter Paragraphs

Breaches

Breach Files

Reports

Detail

Acreage By Book

Export Soils

Applications

Transfers

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Master Menu (Assessors)

Occupation	Addresses	Taxing Bodies	Appeals	
Property	Homestead	Act 319	Assessors	Other

Processes

Reset Checked Flag

Reports

**List
Builder**

Rechecks

Permits

Need
Drawings

Expired
Registrations

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Master Menu (Other)

Occupation	Addresses	Taxing Bodies	Appeals	
Property	Homestead	Act 319	Assessors	Other

Miscellaneous

Export Menu

Owner Check

Trailer Registrations

Location Edit

Comp Search

Estate Information

Validity Checks

[ALL]

Run

Support Information

Support Information

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Master Menu (Occupation)

Property	Homestead	Act 319	Assessors	Other
Occupation	Addresses	Taxing Bodies	Appeals	

Occupation Request Letters			Age Exemption Verification	
Letter List	Print Letters	Mark No Replies	Age Check Report	
Reports			Combine Clients Process	
Client Info Changes	Summaries		Combine Clients	
	County	School		
Uncommon Occupations	Occupation Counts		Occupation Tax Lookup	
	County	School	Occupation Tax Lookup	

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Master Menu (Addresses)

Property	Homestead	Act 319	Assessors	Other
Occupation	Addresses	Taxing Bodies	Appeals	

Tax Collector Changes				External Changes	
Import Changes	Mark RE Changes	Mark Occ Changes	Marked Changes Report	External Changes	
Change Report	Save RE Changes	Save Occ Changes	Full Change Report	Clear Change Notes	
Update Addresses in Mailers+4				Assessor Changes	
Export Addresses	Mailers	Check Changes	Update Client List	Request Letters	Assessor Changes
National Change of Address (NCOA) Updates					
Check	Compare	Property Changes	Letter List	Letters	

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Master Menu (Taxing Bodies)

Property	Homestead	Act 319	Assessors	Other
Occupation	Addresses	Taxing Bodies	Appeals	

School Districts	Townships/Boroughs			
Millage Rate Request Form	Millage/Tax Dupe Request	Special Tax Report	Labels	Budget Letter

Tax Collectors		
School Tax Time Sheet	Twp/Boro Tax Time Sheet & Dupe Request Form	Labels
School Books Closing	Twp/Boro Books Closing	Wage Tax Labels

Common Reports		Texas Township
Top 50 Assessments	Public Utilities	Occupational Privilege Employers Form

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Master Menu (Appeals)

Property	Homestead	Act 319	Assessors	Other
Occupation	Addresses	Taxing Bodies	Appeals	

Update	Reminders	Minutes
Update Appeals	Reminder Letters	List of Unreturned Appeal Forms
		Export Minutes

Correspondence		Reports		
Notices	Results	Schedule	Unresolved	Summary

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