








## How to Proof the PMB016 Report

This document is a tool to assist in verifying the data on the Preliminary Property Tax Reduction Roll (PMB016 report). Several scenarios are presented, with the screen shots from the AS400 and from the report. Use the color key at the bottom of this page to help tie the report to fields on the screens. Scenarios covered in this document include:

- Scenario 1** – One parcel and one applicant qualifying for 100% Homeowner Exemption. HO Ex less than maximum.
- Scenario 2** – Homeowner Exemption at maximum.
- Scenario 3** – Schedule Amount is less than estimated tax. The taxpayer is responsible for any tax that exceed the Schedule Amount.
- Scenario 4** – 100% Disabled Veteran. The applicant automatically receives the highest schedule amount.
- Scenario 5** – Related MH and RP parcels. Include one Category not eligible for PTR. Includes one category not eligible for PTR.
- Scenario 6** – Partial Ownership: HO Market reduced because they have a beauty salon in the home.

**Important – These statements apply to every PTR application:**

- **PMB016 does not list all categories on the parcel.** Only those categories that are receiving Homeowner Exemption and qualify for PTR are included on the report.
- **When proofing the PMB016 report:** You will use the Market Value, Homeowner Market, Homeowner Exemption, and PTR (CB) Market columns on the Parcel Master screen, as well as information from the PTR (CB) screen, the Homeowner screen, and Related Parcels screen.
- **Watch for Related Parcels.** These are identified with the message ‘Multiple Application’ on the report. The eligible values on all parcels in the group must be considered when verifying the benefit for the application.
- **Subtotal the values into Land and Improvements, regardless of the number of parcels included on the application.** Only include the categories that actually display HO Mkt and CB Mkt on the Parcel Master screen. In some cases, the HO Mkt will be more than the PTR (CB) Mkt, but PTR (CB) Mkt cannot exceed HO Mkt.

Color Key:	
	<b>Dark Blue</b> = PTR Schedule
	<b>Purple</b> = Eligible Imp Value by Category
	<b>Pink</b> = Eligible Land Value by Category
	<b>Red</b> = Eligible Land Value All Categories Subtotal + Eligible Improvement Value All Categories Subtotal
	<b>Green</b> = Homeowner Exemption
	<b>Turquoise</b> = Net Market Value = Sum of Eligible Value (Land + Imp) – Homeowner Exemption
	<b>Highlighted</b> = Unique items – see Notes included in that scenario

**Scenario 1:** One parcel and one applicant qualifying for 100% Homeowner Exemption. This parcel also happens to have an estimated tax that exceeds the schedule amount.

UNIFORM ASSESSMENT DEVELOPMENT      ELMORE  
SOFTWARE SYSTEMS  
PRELIMINARY PROPERTY TAX REDUCTION ROLL FOR 2020      PAGE 1  
PMB016

DATE 5/08/2020  
TIME 14:45:32      FILE UPDATED

PARCEL NO.	NAME/ADDRESS	VALUE	CAT	QTY	UN	VALUE	CAT	QTY	UN	VALUE
RPA [REDACTED] 030A CB-PM-	[REDACTED]	24,000	41	.177	AC	115,749	20			24,000
	Applicant name and address	IMP								
		(HOMEOWNER'S)								
		NET MKT VALUE								

Estimated Tax: 1,334.66

Circuit Breaker Entry/Update

Parcel # RP A [REDACTED] 030 A      CB Name: [REDACTED]

65 or Older      Blind      [REDACTED]      Applicant name

Former P.O.W.      Orphan      [REDACTED]      New Applicant (Y,N)      N

Batch Number      1      [REDACTED]      Widow/Widower (M,F)      -

Total Schedule Amt      1320      [REDACTED]      Spouse Name      -

Amount this parcel      1320      [REDACTED]      Date of Death      -

More than one acre      -      [REDACTED]      Recognized Disabled      -

Disallowed      -      [REDACTED]      Social Security Admin.      X

Applicant      Spouse      [REDACTED]      Railroad Retirement      -

SSN#      000000000      000000000      Federal Civil Service      -

DOB      1-01-1800      1-01-1800      Public Empl Retire Sys      -

Phone Number      999-6928      [REDACTED]      Veteran      -

Multiple Application      -      [REDACTED]      10%-39%      >40%      -

Alter HO Exempt Calc (Y)      -      [REDACTED]      Non-service Connected      -

100% Serv Conn Dis. (Y)      -      [REDACTED]      Auto Recalculate? (Y,N)      N

F3=Exit      F8=Updt Values      F11=Related Parcel

F13=Process/Override      F14=HO      F15=Inc/Exp Scrn      F12=Cancel

F23=Delete

6/08/20      TECHNICAL SUPPORT BUREAU      11:48:05  
PM080 - PARCEL MASTER ENTRY/UPDATE

PARCEL: RP A [REDACTED] 030 A      CM SP MS SW UR RPT HO CB REL PARC DD YO

"X" to select> AX      MH      RC      PP      LD      RI      SL

LEGAL DESCRIPTION

[REDACTED]      LOT 3

[REDACTED]      BLK 3

[REDACTED]      BAKER SECOND SUB

[REDACTED]      CODE AREA      10000      OWNER CODE      -

[REDACTED]      PARC TYPE      SP      LOC CODE      100

[REDACTED]      EFFDATE      120194      EXPDATE      -

[REDACTED]      1090      N      13TH      E      83647

CAT	SHEET	RY	QUANTITY	UN	VALUE	HO MKRT	HO EXMP	CB MKRT	OTHER
20	1	2018	177	AC	24000	24000	12000	24000	3
41	1	2018			115749	115749	57875	115749	2

TOTALS      177      139749      139749      5      69875      139749      4

F1=Help      F3=Exit      F4=Prmpt      F5=Refrsh      F6=Name      F7=Lgl      F8=Cat      F9=Msc      F24=More Keys

**Scenario 2:** Homeowner Exemption at maximum. This parcel also happens to have an estimated tax that exceeds the schedule amount. This parcel also happens to be at the maximum Homeowner Exemption amount.

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FILE UPDATED

PARCEL NO.	NAME/ADDRESS	VALUE	CAT	QTY UN	VALUE	CAT	QTY UN	VALUE
RPA0 [REDACTED] 80A CB- [REDACTED]	[REDACTED]	31,950	41		169,982	20	.234 AC	31,950
		169,982						
		100,000						
		101,932						

Estimated Tax: 1,947.08

Circuit Breaker Entry/Update

Parcel # RP A00 [REDACTED] 80 A    CB Name: [REDACTED]

65 or Older  Blind     New Applicant (Y,N)     Y

Former P.O.W.  Orphan     Widow/Widower (M,F)     F

Batch Number 1    Spouse Name [REDACTED]    1

Total Schedule Amt 1020    Date of Death [REDACTED]

Amount this parcel 1020

More than one acre     Recognized Disabled

Disallowed     Social Security Admin.

Applicant    Spouse    Railroad Retirement

SSN# 000000000    000000000    Federal Civil Service

DOB 1-01-1800    1-01-1800    Public Empl Retire Sys

Phone Number 587-8816    Veteran

Multiple Application    10%-39%  >40%

Alter HO Exempt Calc (Y)     Non-service Connected

100% Serv Conn Dis. (Y)     Auto Recalculate? (Y,N)     N

F3=Exit    F8=Updt Values    F11=Related Parcel

F13=Process/Override    F14=HO    F15=Inc/Exp Scrn    F12=Cancel

F23=Delete

PM0080 - PARCEL MASTER ENTRY/UPDATE

PARCEL: RP A00 [REDACTED] 80 A    CM SP MS SW UR RPT HO CB REL PARC DD YO

"X" to select> AX    MH    RC    PP    LD    RI SL

LEGAL DESCRIPTION

Name [REDACTED]    LOT 8

[REDACTED]    BLK 7

[REDACTED]    HOLIDAY SUB #5

Mailing Address [REDACTED]

1375    E    9TH    N    83647

CAT	SHEET	RY	QUANTITY	UN	VALUE	HO MRKT	HO EXMP	CB MRKT	OTHER
20	1	2016	234	AC	31950	31950	15822	31950	3
41	1	2016			169982	169982	84178	169982	2

TOTALS    234    201932    201932    100000    201932

**Scenario 3:** Schedule Amount is less than estimated tax. The taxpayer is responsible for any tax that exceed the Schedule Amount. This parcel also happens to be at the maximum Homeowner Exemption amount.

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PARCEL NO.	NAME/ADDRESS	VALUE	CAT	QTY	UN	VALUE	CAT	QTY	UN	VALUE
RPA0 [REDACTED] 050A CB- [REDACTED] PM- [REDACTED]	[REDACTED]	29,000	41			204,843	20	.193	AC	29,000
		IMP								
		(HOMEOWNER'S)								
		NET MKT VALUE								

CODE AREA 1-0000  
PTR 100% SCHED SCD 420

Estimated Tax: 2,556.70

Estimated tax exceeds Schedule Amount.

**Circuit Breaker Entry/Update**

Parcel # RP A0 [REDACTED] 050 A      CB Name: [REDACTED]

65 or Older  Blind       Applicant Name [REDACTED]

Former P.O.W.  Orphan       New Applicant (Y,N)  N

Batch Number  1      Widow/Widower (M,F)  -

Total Schedule Amt 420      Spouse Name [REDACTED]

Amount this parcel 420      Date of Death [REDACTED]

More than one acre       Recognized Disabled  -

Disallowed       Social Security Admin.  -

Applicant  Spouse       Railroad Retirement  -

SSN# 000000000      000000000      Federal Civil Service  -

DOB 1-01-1800      1-01-1800      Public Empl Retire Sys  -

Phone Number 598-9682      Veteran  -

Multiple Application       10%-39%  >40%  -

Alter HO Exempt Calc (Y)       Non-service Connected  -

100% Serv Conn Dis. (Y)       Auto Recalculate? (Y,N)  N

F3=Exit      F8=Updt Values      F11=Related Parcel

F13=Process/Override      F14=H0      F15=Inc/Exp Scrn      F12=Cancel

F23=Delete

**PM0080 - PARCEL MASTER ENTRY/UPDATE**

PARCEL: RP A0 [REDACTED] 050 A      CM SP MS SW UR RPT HO CB REL PARC DD YO

"X" to select> AX - MH RC PP LD RI SL

LEGAL DESCRIPTION

Name [REDACTED]

LOT 5

BLK 1

BEL AIR #1

Mailing Address [REDACTED]

CODE AREA 10000      OWNER CODE

PARC TYPE HW      LOC CODE 100

EFFDATE 1201994      EXPDATE

1530 N 6TH E 83647

CAT	SHEET	RY	QUANTITY	UN	VALUE	HO MKRT	HO EXMP	CB MKRT	OTHER
20	1	2020	193	AC	29000	29000	12401	29000	
41	1	2020			204843	204843	87599	204843	
TOTALS			193		233843	233843	100000	233843	

**Scenario 4:** 100% Disabled Veteran. The applicant automatically receives the highest schedule amount. This parcel also happens to have an estimated tax that exceeds the schedule amount. This parcel also happens to be at the maximum Homeowner Exemption amount.

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PARCEL NO.	NAME/ADDRESS	VALUE	CAT	QTY	UN	VALUE	CAT	QTY	UN	VALUE
RPAC [REDACTED] 0050A CB- [REDACTED] PM- [REDACTED]	[REDACTED] Applicant name and address	35,500	41			214,917	20	.305	AC	35,500
		IMP 214,917								
		(HOMEOWNER'S) 100,000								
		NET MKT VALUE 150,417								

Estimated Tax: 2,873.26

Annotations:  
 1: PTR 100% SCHED SCD 1,320 Y. Indicates the applicant qualifies as 100% Disabled Veteran.  
 2: 214,917 (Total Value)  
 3: 35,500 (Land Value)  
 4: 41 (Category)  
 5: (HOMEOWNER'S) 100,000 (Exemption)  
 6: NET MKT VALUE 150,417 (Net Value)

Circuit Breaker Entry/Update

Parcel # RP A [REDACTED] 0050 A CB Name: [REDACTED]

65 or Older Blind [REDACTED]

Former P.O.W. Orphan New Applicant (Y,N) N

Batch Number 1 Widow/Widower (M,F) -

Total Schedule Amt 1320 Spouse Name -

Amount this parcel 1320 Date of Death -

More than one acre - Recognized Disabled -

Disallowed - Social Security Admin. -

Applicant Spouse - Railroad Retirement -

SSN# 000 Federal Civil Service -

DOB 1 Public Empl Retire Sys -

Phone Number [REDACTED] Veteran -

Multiple Application - 10%-39% >40% X

Alter HO Exempt Calc (Y) - Non-service Connected -

100% Serv Conn Dis. (Y) Y to Recalculate? (Y,N) N

F3=Exit F8=Updt Values F11=Related Parcel  
 F13=Process/Override F14=HO F15=Inc/Exp Scrn F12=Cancel  
 F23=Delete

Annotation: 1: 100% Serv Conn Dis. (Y) Y. Indicates the applicant qualifies as 100% Disabled Veteran.

PM0080 - PARCEL MASTER ENTRY/UPDATE

PARCEL: RP A [REDACTED] 0050 A CM SP MS SW UR RPT HO CB REL PARC DD YO  
 "X" to select> AX MH RC PP LD RI SL

Applicant name [REDACTED]

Mailing Address [REDACTED]

LEGAL DESCRIPTION  
 LOT 5  
 BLK 8  
 SIERRA VISTA #3

CODE AREA 10000 OWNER CODE -  
 PARC TYPE RS LOC CODE 100  
 EFFDATE 5111997 EXPDATE -

1060 N 15TH E 83647

CAT	SHEET	RY	QUANTITY	UN	VALUE	HO MKRT	HO EXMP	CB MKRT	OTHER
20	1	2019	305	AC	35500	35500	14176	35500	3
41	1	2019			214917	214917	85824	214917	2

TOTALS 305 250417 250417 100000 250417

Annotations:  
 2: 214917 (Total Value)  
 3: 35500 (Land Value)  
 4: 250417 (Total Tax)  
 5: 100000 (Exemption)

**Scenario 5:** Related MH and RP parcels. The parcel with the residential improvement should be have an X in the Multiple Application field, and the remaining parcels should have a Y in this field. The RP also has one category not eligible for PTR.

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PARCEL NO.	NAME/ADDRESS	VALUE	CAT	QTY UN	PARCEL MASTER VALUES	VALUE	CAT	QTY UN	VALUE
MHTR [redacted] 100A CB-PM-	[redacted] Applicant name and address	2,602	46		1,500	47			1,102
		(HOMEOWNER'S)							
		NET MKT VALUE							
	Estimated Tax:	14.56							
RP00 [redacted] 4BA CB-PM-	[redacted] Applicant name and address	29,700 15,276	37		15,276	15	.458 AC		29,700
		(HOMEOWNER'S)							
		NET MKT VALUE							
	Estimated Tax:	220.56							

Annotations:  
 1: PTR 100% SCHED SCD 43 (MHTR) / PTR 100% SCHED SCD 747 (RP00)  
 2: Purple circles highlighting parcel master values and categories.  
 3: Pink circle highlighting .458 AC for RP00.  
 4: Red circles highlighting LAND IMP categories.  
 5: Green circles highlighting (HOMEOWNER'S) categories.  
 6: Green circles highlighting NET MKT VALUE categories.  
 \*MULTIPLE APPLICATION\* X (MHTR) / \*MULTIPLE APPLICATION\* Y (RP00)  
 Indicates that related parcels exist.  
 Cat 37 is included in the Homeowner Exemption, but is not eligible for PTR.

PM0080 - PARCEL MASTER ENTRY

PARCEL: MH TR [redacted] 100 A CM SP MS SW UR

Related Parcel

Name [redacted]

RP 00 [redacted] 04B A

PM0080 - PARCEL MASTER ENTRY

PARCEL: RP 00 [redacted] 04B A CM SP MS SW UR

Related Parcel Keys

Name [redacted]

MH TR [redacted] 100 A

Verify the related parcels; all must be included when verifying values.

Circuit Breaker Entry/Update Master

Parcel # MH TR [REDACTED] 100 A CB Name: [REDACTED]  
 65 or Older X Blind [REDACTED] Name [REDACTED]  
 Former P.O.W. Orphan New Applicant (Y,N) Y  
 Batch Number 1 Widow/Widower (M,F) [REDACTED]  
 Total Schedule Amt 790 Spouse Name [REDACTED]  
 Amount this parcel 43 Date of Death [REDACTED]  
 More than one acre [REDACTED] Recognized Disabled [REDACTED]  
 Disallowed [REDACTED] Social Security Admin. [REDACTED]  
 Applicant Spouse [REDACTED] Railroad Retirement [REDACTED]  
 SSN# 000000 [REDACTED] Federal Civil Service [REDACTED]  
 DOB 1-01-1800 Public Empl Retire Sys [REDACTED]  
 Phone Number 587-3913 Veteran [REDACTED]  
 Multiple Application X 10%-39% >40% [REDACTED]  
 Alter HO Exempt Calc (Y) [REDACTED] Non-service Connected [REDACTED]  
 100% Serv Conn Dis. (Y) [REDACTED] Auto Recalculate? (Y,N) N  
 F3=Exit F8=Updt Values F11=Related Parcel  
 F13=Process/Override F14=HO F15=Inc/Exp Scrn F12=Cancel  
 F23=Delete

PM0080 - PARCEL MASTER ENTRY/UPDATE

PARCEL: MH TR [REDACTED] 100 A CM SP MS SW UR RPT HO CB REL PARC DD YO  
 "X" to select> AX MH RC PP LD RI SL  
 LEGAL DESCRIPTION  
 Name [REDACTED] 1970 SAHARA 12X60  
 00087008004B  
 558 NW CEDAR AVE  
 CODE AREA 440000 OWNER CODE [REDACTED]  
 PARC TYPE [REDACTED] LOC CODE 100  
 EFFDATE 1201994 EXPDATE [REDACTED]  
 Mailing Address [REDACTED]  
 558 NW CEDAR AVE 83647  
 CAT SHEET RY QUANTITY UN VALUE HO MRKT HO EXMP CB MRKT OTHER  
 46 1 2020 1500 1500 750 1500  
 47 1 2020 1102 1102 551 1102  
 TOTALS 2602 2602 1301 2602

Circuit Breaker Entry/Update Related

Parcel # RP 00 [REDACTED] 04B A CB Name: [REDACTED]  
 65 or Older X Blind [REDACTED] Name [REDACTED]  
 Former P.O.W. Orphan New Applicant (Y,N) Y  
 Batch Number 1 Widow/Widower (M,F) [REDACTED]  
 Total Schedule Amt 790 Spouse Name [REDACTED]  
 Amount this parcel 747 Date of Death [REDACTED]  
 More than one acre [REDACTED] Recognized Disabled [REDACTED]  
 Disallowed [REDACTED] Social Security Admin. [REDACTED]  
 Applicant Spouse [REDACTED] Railroad Retirement [REDACTED]  
 SSN# 000000 [REDACTED] Federal Civil Service [REDACTED]  
 DOB 1-01-1800 Public Empl Retire Sys [REDACTED]  
 Phone Number 587-3913 Veteran [REDACTED]  
 Multiple Application Y 10%-39% >40% [REDACTED]  
 Alter HO Exempt Calc (Y) [REDACTED] Non-service Connected [REDACTED]  
 100% Serv Conn Dis. (Y) [REDACTED] Auto Recalculate? (Y,N) N  
 F3=Exit F5=Mstr Parcel F8=Updt Values F11=Related Parcel  
 F13=Process/Override F14=HO F15=Inc/Exp Scrn F12=Cancel  
 F23=Delete

PM0080 - PARCEL MASTER ENTRY/UPDATE

PARCEL: RP 00 [REDACTED] 04B A CM SP MS SW UR RPT HO CB REL PARC DD YO  
 "X" to select> AX MH RC PP LD RI SL  
 LEGAL DESCRIPTION  
 Name [REDACTED] LOTS 4-10  
 BLK 8  
 MELLEN SUB  
 CODE AREA 440000 OWNER CODE [REDACTED]  
 PARC TYPE [REDACTED] LOC CODE 100  
 EFFDATE 3012002 EXPDATE [REDACTED]  
 Mailing Address [REDACTED]  
 558 NW CEDAR AVE 83647  
 CAT SHEET RY QUANTITY UN VALUE HO MRKT HO EXMP CB MRKT OTHER  
 15 1 2020 458 AC 29700 29700 14850 29700  
 37 1 2020 15276 15276 7638 15276  
 TOTALS 458 44976 44976 22488 44976

Cat 37 value is included in the Homeowner Exemption, but is not eligible for PTR.

**Scenario 6:** Partial Ownership: HO Market reduced because they have a beauty salon in the home.

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PRELIMINARY PROPERTY TAX REDUCTION ROLL FOR 2020 PMB016

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PARCEL NO. NAME/ADDRESS

RPA010 [REDACTED] 060A CB- [REDACTED] PM- [REDACTED]  
CODE AREA 1-0000  
PTR 100% SCHED SCD 820

Applicant name and address

Estimated Tax: 560.60

VALUE	CAT	QTY	UN	VALUE	CAT	QTY	UN	VALUE
11,426	41			99,293	20	.181	AC	24,000
47,273								
29,350								
29,349								

Annotations:  
 1: PTR 100% SCHED SCD 820  
 2: 99,293  
 3: 24,000  
 4: LAND IMP  
 5: (HOMEOWNER'S)  
 6: NET MKT VALUE

Homeowner screen indicates the Homeowner Market should be reduced to 69% of Total Market Value.

Circuit Breaker Entry/Update

Parcel # RP A010 [REDACTED] 060 A CB Name: [REDACTED]

65 or Older  Blind  New Applicant (Y,N)  Y

Former P.O.W.  Orphan  Widow/Widower (M,F)  -

Batch Number 1 Spouse Name  -

Total Schedule Amt 820 Date of Death  -

Amount this parcel 820 Recognized Disabled  -

More than one acre  Social Security Admin.  -

Disallowed  Railroad Retirement  -

Applicant Spouse Federal Civil Service  -

SSN# 000000000 000000000 Public Empl Retire Sys  -

DOB 1-01-1800 1-01-1800 Veteran  -

Phone Number 587-9318 10%-39% >40%  -

Multiple Application  Non-service Connected  -

Alter HO Exempt Calc (Y)  Auto Recalculate? (Y,N)  N

100% Serv Conn Dis. (Y)  F3=Exit F8=Updt Values F11=Related Parcel

F13=Process/Override F14=HO F15=Inc/Exp Scrn F12=Cancel

F23=Delete

PM0080 - PARCEL MASTER ENTRY/UPDATE

PARCEL: RP A010 [REDACTED] 060 A CM SP MS SW UR RPT HO CB REL PARC DD YO

"X" to select> AX - MH RC PP LD RI SL

LEGAL DESCRIPTION

LOT 6  
BLK 1  
PARK SUB

CODE AREA 10000 OWNER CODE  
PA [REDACTED] E 100  
E [REDACTED]

935 N 6TH E 83647

Homeowner screen indicates the Homeowner Market should be reduced to 69% of Total Market Value.

CAT	SHEET	RY	QUANTITY	UN	VALUE	HO MRKT	HO EXMP	CB MRKT	OTHER
20	1	2019	181	AC	24000	16560	8280	16560	3
41	1	2019			99293	68512	34256	68512	2
TOTALS			181		123293	85072	42536	85072	4



PM0080 - PARCEL MASTER ENTRY/UPDATE

PARCEL: RP A010 [REDACTED] 060 A CM "X" to

Name [REDACTED]

Mailing Address [REDACTED]

935 N 6TH

CAT	SHEET	RY	QUANTITY	UN
20	1	2019	181	AC
41	1	2019		

Homeowner E/U

Batch# [REDACTED] 3

Name [REDACTED]

12 / 31 / 1987
3 / 13 / 1988
DISALLOWED DA [REDACTED] / [REDACTED] / [REDACTED]

Not at 50%  X  
% Applicable 69

Comments BEAUTY SALON IN RES

F9=Insert PM Name  
F12=Cancel F23=Delete

Indicates the Homeowner Market is limited to 69% of Total Market Value.