

Wyoming Department of Revenue



Mobile Home

Conversion Standard
to

RealWare

1. Introduction

This document is the Mobile Home conversion standards for the new Wyoming CAMA project. This document is designed to show how your current data will be converted from the CLT, WYS or Personal Property mainframe into CCI's RealWare System. **You will need to review this document in its entirety for there will be areas of data that will need to be addressed by all Assessors.**

a. Why a committee wasn't formed.

Since the mobile homes will reside in the residential portion of RealWare. It stood to reason that the residential committee chair was the best fit to head this committee as well. Unfortunately, due to time constraints and limited data fields to be mapped, it was decided not to assemble a committee. Since most of the mobile home areas, in the RealWare System, are self explanatory, mapping data from the current mainframe systems was somewhat simple.

b. Areas and subjects reviewed

In the current mainframe system, mobile homes have been entered in many different areas. The first task was to locate all the different areas in the mainframe systems that mobile homes reside in. Then separating the mobile home data into three separate spreadsheets: one for CLT, one for BKMH, and one for the Personal Property. Regardless of where the mobile homes reside in the current mainframe system, all mobile homes will be converted into the real property portion of RealWare.

c. What is being converted?

All the primary mobile home fields in the CLT, WYS, and Personal Property will be converted.

- In the WYS, BKMH subsystem, the tag number, make, class, year built, condition, length, width, and square footage will be brought over to the RealWare system.
- In the CLT, 800 field area, the RM & SM codes will be brought over to the RealWare system. Along with the year built, size, grade, and condition.
- In the Personal Property, PPMH screen 3, the make, model, tag number, year built, type, grade, width, length, square footage, and condition will be brought over to the RealWare system.

2. Decisions that were made

There are fields in the mobile home portion of RealWare where defaults had to be decided. These default areas will have to be corrected during the four year review cycle. To view the defaults please refer to the spreadsheet "Mobile Home Defaults" located in this document.

- The quality or grade for mobile homes will be the same as residential. The mapping for the quality or grade is located on the various spreadsheets at the end of the document.
- The conditions for mobile homes will be the same as the WYS system. The exception is that Poor & Fair will be mapped to Badly Worn in the RealWare system. In the Personal Property, PPMH screen 3, conditions changes for a few. Please refer to the PPMH Mapping spreadsheet to see the changes. The CLT, 800 fields, the condition are treated the same as the personal property.

3. Data Clean up Directions

In order for this portion of the conversion to be successful, data clean up, by the Assessor and their staff has to be done before the final data download is performed. This data clean up had to occur well before the conversion team is scheduled to be at your county. Every effort should be made to have your data cleaned up and ready for conversion.

This portion of the Mobile will list areas the Assessors need to clean up in regards to the mobile home portion of the conversion. Some of the data will need to be cleaned up by hand and some can be done through batch processing. Reports will need to be developed and ran on each of the areas of clean up. Then after that particular area of clean up is successfully completed then run the report again to verify all the effected parcels were changed.

Following is a list of clean up areas to concentrate on:

1. **CLT - SMC & SME** will not be converting over to RealWare. You will need to find an alternate code to take its place.
2. **CLT - SMJ – SMZ** will not be converting over to RealWare. There is no description currently in the CLT system.
3. **WYS** – In this document is the list of BKMH Additional Features that will be mapped into the RealWare system. If you have any code outside this list you will need to change your code(s) to whatever matches the master list. Run a TASB372 to get a list of BKMH Additional Features in your county. Please call if a code that needs changed effects numerous parcels, DOR may be to assist through batch processing.

4. Data Mapping

a. Boeckh Mobile Home Data Mapping to RealWare

This report shows where each individual piece of mobile home characteristic data in the boeckh (BKMH) system has been mapped to the RealWare mobile home system.

b. CLT OBY Mobile Home Data Mapping to RealWare

This report shows where each individual piece of mobile home characteristic data in the CLT (800 fields) system has been mapped to the RealWare mobile home system.

c. Personal Property Mobile Home Mapping to RealWare

This report shows where each individual piece of mobile home characteristic data in the Personal Property (PPMH screen 3) system has been mapped to the RealWare mobile home system.

d. Mobile Home Defaults

This report shows the mobile home defaults that will be used to fill in the areas of the RealWare mobile home system.

A. WYS (BKMH) MOBILE HOME DATA MAPPING

BKMH FIELD	CCI TABLE	CCI FIELD	CCI VALUE
TAG NUMBER	tblImpsBlAs	Title & Serial #	Tag #
CLASS	tlkpQuality	Quality	
I	tlkpQuality	Quality	Fair
II	tlkpQuality	Quality	Average
III	tlkpQuality	Quality	Good
A	tlkpQuality	Quality	Excellent
AA	tlkpQuality	Quality	Excellent
AAA	tlkpQuality	Quality	Excellent
B	tlkpQuality	Quality	Good
BB	tlkpQuality	Quality	Good
BBB	tlkpQuality	Quality	Good
C	tlkpQuality	Quality	Average
CC	tlkpQuality	Quality	Average
CCC	tlkpQuality	Quality	Average
D	tlkpQuality	Quality	Fair
DD	tlkpQuality	Quality	Fair
DDD	tlkpQuality	Quality	Fair
E	tlkpQuality	Quality	Low
EE	tlkpQuality	Quality	Low
EEE	tlkpQuality	Quality	Low
CONDITION			
E	tlkpCondition	Condition	Excellent
G	tlkpCondition	Condition	Good
A	tlkpCondition	Condition	Average
F	tlkpCondition	Condition	Badly Worn
P	tlkpCondition	Condition	Badly Worn
U	tlkpCondition	Condition	Worn Out
TITLE NUMBER	tblImpsBlAs	Title & Serial #	Title Number
SERIAL NUMBER	tblImpsBlAs	Title & Serial #	Serial Number
USER MODIFIED CODE	tblImpsDetail	Users	Numeric
YEAR BUILT	tblImpsBlAs	Year Built	Year Built
LENGTH	tblImpsBlAs	L X W	Length
WIDTH	tblImpsBlAs	L X W	Width
MAKE	tblImpsBlAs	Mobile Home	Make
8'-19' Wide	tblImpsBlAs	Built As	Single
20'-32' Wide	tblImpsBlAs	Built As	Double
Over 32'	tblImpsBlAs	Built As	Triple
LOCATION 1	tblImpsDetail	Users	Text
LOCATION 2	tblImpsDetail	Users	Text
ADDITIONAL FEATURES			
01 X - THRU WALL A/C	tblBuiltAs	HVAC	Central Air to Air
02 X - EVAPORATED COOLER A/C	tblBuiltAs	HVAC	Central Air to Air
03 A - CENTRAL 25,000 BTU	tblBuiltAs	HVAC	Central Air to Air
03 B - CENTRAL 35,000 BTU	tblBuiltAs	HVAC	Central Air to Air
03 C - CENTRAL 41,000 BTU	tblBuiltAs	HVAC	Central Air to Air
03 D - CENTRAL 46,000 BTU	tblBuiltAs	HVAC	Central Air to Air
04 A - HEAT PUMP 25,000 BTU	tblBuiltAs	HVAC	Heat Pump
04 B - HEAT PUMP 34,600 BTU	tblBuiltAs	HVAC	Heat Pump

04 C - HEAT PUMP 40,500 BTU	tblBuiltAs	HVAC	Heat Pump
04 D - HEAT PUMP 48,000 BTU	tblBuiltAs	HVAC	Heat Pump
05 X - CEILING FAN	tblImpsDetail	Appliance	Attic Fan w/ timer
06 X - GARBAGE DISPOSAL I, II, III	tblImpsDetail	Appliance	Garbage disposal
07 X - MICROWAVE	tblImpsDetail	Appliance	Microwave
08 X - FREESTANDING FIREPLACE	tblImpsDetail	tlkpAppliance	Fireplace
08 Y - FREESTANDING STOVE	tblImpsDetail	tlkpAppliance	Fireplace
09 X - RANGE II, III	tblImpsDetail	Appliance	Range Oven
10 X - RANGE HOOD II, III	tblImpsDetail	Appliance	Range Hood
11 X - SMOKE ALARM I,II,III	NOT CONVERTING	N / A	N / A
12 X - TRASH COMPACTOR	tblImpsDetail	Appliance	Trash Compactor
13 X - WATER SOFTENER	tblImpsDetail	Plumbing	Water Softener
14 X - WET BAR	tblImpsDetail	Plumbing	Wet Bar
15 X - DISHWASHER	tblImpsDetail	Appliance	Dishwasher
16 X - CONVENTIONAL ROOF STRU	tblBuiltAs	Roof Cover	Gable
20 A - SKIRTING - ALUMINUM	tblBuiltAs	Skirting	Metal
20 B - SKIRTING - BRICK	tblBuiltAs	Skirting	Brick Veneer
20 C - SKIRTING - CONC BLOCK	tblBuiltAs	Skirting	Stone Veneer
20 D - SKIRTING - FIBERGLASS	tblBuiltAs	Skirting	Vinyl
20 E - SKIRTING - VINYL	tblBuiltAs	Skirting	Vinyl
20 F - SKIRTING - STEEL	tblBuiltAs	Skirting	Metal Hor. Lap
20 G - SKIRTING - WOOD	tblBuiltAs	Skirting	Plywood Masonite
20 H - SKIRTING - RAILROAD	NOT CONVERTING	N / A	N / A
21 A - STEPS - UP & OVER	NOT CONVERTING	N / A	N / A
21 B - STEPS - PLATFORM	NOT CONVERTING	N / A	N / A
22 X - PATIO COVER - ALUMINUM	tblImpsDetail	Porch	Ceiling
23 X - CARPORT COVER - ALUMINUM	tblImpsDetail	Carport	Aluminum
24 A - WNDW / DR AWNING - ALUMIN	tblImpsDetail	Porch	Ceiling
24 B - WNDW / DR AWNING - FABRIC	tblImpsDetail	Porch	Ceiling
25 A - PORCH -ALUM/WOOD-SCREEN	tblImpsDetail	Porch	Screen
25 B - PORCH -ENCL W/ WINDOWS	tblImpsDetail	Porch	Enclsd solid wall
25 C - PORCH - OPEN DECK	tblImpsDetail	Porch	Open Slab
25 E - WOOD DECK	tblImpsDetail	Deck	Wood Deck
26 A - HOUSE SIDING - ARTIF. STONE	NOT CONVERTING	N / A	N / A
26 B - HOUSE SIDING - 1/2 ROUND LOG	tblBuiltAs	Exterior	Log Siding
26 C - HOUSE SIDING - FACE BRICK	tblBuiltAs	Exterior	Cement Fiber
26 D - HOUSE SIDING - CEDAR	NOT CONVERTING	N / A	N / A
26 E - HOUSE SIDING - STUCCO	tblBuiltAs	Exterior	Stucco
27 A - FLOORING - CERAMIC TILE	tblBuiltAs	Floor Cover	Ceramic Tile
27 B - FLOORING - OAK PARQUET	tblBuiltAs	Floor Cover	Parquet
27 C - FLOORING PREFIN, OAK STRIP	tblBuiltAs	Floor Cover	Hardwood
27 D - FLOORING - QUARRY TILE	tblBuiltAs	Floor Cover	Terrazzo
28 A - PANELING - 1/4 INCH	tblBuiltAs	Interior	Paneling
28 B - PANELING - 3/4 ARCHITECTURAL	tblBuiltAs	Interior	Paneling
40 X - PREBUILT SLIDE / ROLL OUT	tblImpsDetail	tlkpAddons	Code 350
41 X - PREBUILT TIP OUT	tblImpsDetail	tlkpAddons	Code 350
42 A - CONVENTIONAL 100-199 SF	tblImpsDetail	tlkpAddons	Code 350
42 B - CONVENTIONAL 200-299 SF	tblImpsDetail	tlkpAddons	Code 350
42 C - CONVENTIONAL 300-399 SF	tblImpsDetail	tlkpAddons	Code 350
42 D - CONVENTIONAL 400-499 SF	tblImpsDetail	tlkpAddons	Code 350
42 E - CONVENTIONAL 500-599 SF	tblImpsDetail	tlkpAddons	Code 350
42 F - CONVENTIONAL 600-699 SF	tblImpsDetail	tlkpAddons	Code 350

43 A - BASEMENT- SINGLE WIDE	tblImpsDetail	tlkpAddons	Code 625
43 B - BASEMENT - DOUBLE WIDE	tblImpsDetail	tlkpAddons	Code 625
44 A - FENCING - CEDAR PICKET	tblImpsDetail	tlkpUser	
44 B - FENCING - CEDAR RAIL	tblImpsDetail	tlkpUser	
44 C - FENCING - CHAIN LINK	tblImpsDetail	tlkpUser	
44 D - FENCING - REDWOOD	tblImpsDetail	tlkpUser	
44 E - FENCING - SPLIT RAIL	tblImpsDetail	tlkpUser	
44 F - FENCING - WROUGHT IRON	tblImpsDetail	tlkpUser	
44 G - FENCING - WALK IN GATE	tblImpsDetail	tlkpUser	
45 A - PATIO - BRICK	tblImpsDetail	Porch	Open Slab
45 B - PATIO - CONCRETE BLOCK	tblImpsDetail	Porch	Open Slab
45 C - PATIO - CONCRETE SLAB	tblImpsDetail	Porch	Open Slab
45 D - PATIO - FLAGSTONE	tblImpsDetail	Porch	Open Slab
99 A - CONVENTIONAL ROOF	tblBuiltAs	Roof Cover	Gable

B. CLT OBY MOBILE HOME DATA MAPPING

<i>CLT FIELD NAME</i>	<i>CCI TABLE</i>	<i>CCI FIELD</i>	<i>CCI VALUE</i>
RM1	tblImpsBitAs	Built As	Single
RM2	tblImpsBitAs	Built As	Double
RM3	tblImpsBitAs	Built As	Triple
SM0	tblImpsBitAs	Foundation	18" Concrete
SM1	tblImpsDetail	Porch	Encl Screen
SM2	tblImpsDetail	Add On	Code 350
SM3	tlkpResGarCarPorchStoragType	Carport	Aluminum
SM4	tblImpsBitAs	Skirting	Metal
SM5	tblImpsDetail	Porch	Wood Deck
SM6	tblImpsDetail	Add On	Code 350
SM7	tlkpResGarCarPorchStoragType	Porch	Slab Roof Ceiling
SM8	tblImpsDetail	Add On	Code 625
SM9	tblImpsDetail	Add On	Code 625
SMA	tblImpsDetail	Add On	Code 625
SMB	tblImpsBitAs	Roof Type	Flat
SMC	Not Converted	N / A	N / A
SMD	tblImpsBitAs	Exterior	Lap Siding
SME	Not Converted	N / A	N / A
SMF	tblImpsBitAs	Exterior	Log Siding
SMG	tblImpsBitAs	Exterior	Stucco
SMH	tblImpsBitAs	Exterior	Metal Siding
SMI	tblImpsBitAs	Exterior	Ribbed Aluminum
SMJ	NOT CONVERTING	N / A	N / A
SMK	NOT CONVERTING	N / A	N / A
SML	NOT CONVERTING	N / A	N / A
SMM	NOT CONVERTING	N / A	N / A
SMN	NOT CONVERTING	N / A	N / A
SMO	NOT CONVERTING	N / A	N / A
SMP	NOT CONVERTING	N / A	N / A
SMQ	NOT CONVERTING	N / A	N / A
SMR	NOT CONVERTING	N / A	N / A
SMS	NOT CONVERTING	N / A	N / A
SMT	NOT CONVERTING	N / A	N / A
SMU	NOT CONVERTING	N / A	N / A
SMV	NOT CONVERTING	N / A	N / A
SMW	NOT CONVERTING	N / A	N / A
SMX	NOT CONVERTING	N / A	N / A
SMY	NOT CONVERTING	N / A	N / A
SMZ	NOT CONVERTING	N / A	N / A

C. PERSONAL PROPERTY MOBILE HOME DATA MAPPING

PP FIELD NAME	CCI TABLE	CCI FIELD	CCI VALUE
MAKE	tblImpsBitAs	Mobile Home	
MODEL	User Field	User Field	User Field
TAG NUMBER	tlkpPropType	MH Title	Decal No.
SERIAL NUMBER	tblImpMH	MH Title	Serial Number
YEAR BUILT	tblImpsBitAs	Year Built	Year Built
TYPE			
SINGLE	tblImpsBitAs	Built As	SINGLE
DOUBLE	tblImpsBitAs	Built As	DOUBLE
TRIPLE	tblImpsBitAs	Built As	TRIPLE
GRADE			
A	tlkpQuality	Quality	Excellent
AA	tlkpQuality	Quality	Excellent
AAA	tlkpQuality	Quality	Excellent
B	tlkpQuality	Quality	Good
BB	tlkpQuality	Quality	Good
BBB	tlkpQuality	Quality	Good
C	tlkpQuality	Quality	Average
CC	tlkpQuality	Quality	Average
CCC	tlkpQuality	Quality	Average
D	tlkpQuality	Quality	Fair
DD	tlkpQuality	Quality	Fair
DDD	tlkpQuality	Quality	Fair
E	tlkpQuality	Quality	Low
EE	tlkpQuality	Quality	Low
EEE	tlkpQuality	Quality	Low
WIDTH	tblImpsBitAs	L X W	Width
LENGTH	tblImpsBitAs	L X W	Length
CONDITION			
PR	tlkpCondition	Condition	Worn Out
FR	tlkpCondition	Condition	Badly Worn
AV	tlkpCondition	Condition	Average
GD	tlkpCondition	Condition	Good
VG	tlkpCondition	Condition	Very Good
EX	tlkpCondition	Condition	Excellent

D. MOBILE HOME DEFAULTS

CCI Field	Default
HVAC	100% Forced Air
Exterior Siding	Metal Siding
Interior Finish	Paneling
Roof Cover	Comp Shingle
Floor Covering	Allowance
Bath	3 Fixture
Bath	1 Water Heater
Bath	1 Kitchen Sink
Rough in	1 Laundry hookup

5. Problem Solving

a. Where to direct question

All questions regarding the Mobile Home data conversion standards should be directed to Jack Rehm. If there is something that has been missed or not mapped correctly please don't hesitate to call.

b. Where to direct disagreements

If individual county Assessors and this committee have irreconcilable differences during the process and require a third-party review of the issue, a steering committee has been formed. The current committee members are: Wade Hall, David Chapman, Jerry Shatzer, Shelley Deromedi and Dixie Huxtable. The steering committee will have the authority to arbitrate any unresolved issues that occur. This committee is considered the final step in the mediation of project issues.

To request a review of an issue, please contact Wade Hall @ 307-777-5235 or e-mail at whall@state.wy.us.

c. Available state assistance

While majority of your data clean up, with mobile homes, will reside at the county level, the Department of Revenue (DOR) may be able to assist. If your data has been consistently performed and a change is required, the DOR may be able to use its programming resources to perform batch changes.

Please note that this will not work in all circumstances and is subject to available programming funds. Each request for assistance will be handled on a case by case basis. If a programming change occurs that effects every county in either the CLT or WYS mainframe system, the county Assessor will be notified before the change occurs. DOR is requesting that the county Assessor and their staff refrain from contacting any CCI and state contracted programmer for changes to the mainframe systems.

To request assistance please contact David Chapman, Project Manager for the Department of Revenue @ 307-777-5289 or e-mail at dchapm1@state.wy.us or Jack Rehm, Mobile Home Chair @ 307-777-5313 or e-mail at jrehm@state.wy.us.