

REsearch™ TMK *User's Manual*

for TEXT

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Public Records - Computer On-line Program for Hawaii **REsearch™ TMK**

REsearch™ - is an on-line database, which provides access to 4 comprehensive programs, namely: TMK - a public records database, providing information for every taxkey in the State of Hawaii; MLS - the Multiple Listing Service for the Kauai, Kona and Hawaii Island (Hilo) Boards of REALTORS®; RAINMAKER - comprised of 2 databases of information extracted from the DCCA's Business Registration (BREG) and Professional Vocational Licensing (PVL) divisions. *Note: For MLS subscribers, the MLS and TMK databases are integrated, whereby both listing and ownership information appear simultaneously.

This is a reference manual for the TEXT version of the tax map key database hereafter referred to as **TMK**. This guide will describe and simplify the procedures for utilizing the service. TMK can open new business opportunities for real estate sales professionals, appraisers, mortgage and lending institutions, or anyone whose business activities depend on accurate and timely public record information on real property throughout the State of Hawaii.

As you progress from the overview to the practical applications, you will learn how to become a proficient TMK user. By doing so, you will be able to generate vital information that is an integral part of your business. Imagine being able to research data on every property in the state of Hawaii, direct mail market to target areas, prepare competitive market analysis (comparables) in a minimum of 15 seconds, plus a whole lot more! TMK will enable you to render more professional and accurate services to your clients.

TMK allows you to access an extensive data base containing information on every parcel of real property throughout the state of Hawaii. This data base contains information gathered from the County Tax Assessors' Offices, the Bureau of Conveyances, and the Department of Land Utilization. Searches are completed by using a series of "fields" which "qualifies" properties which meet your specific requirements. The uses of TMK are limited only to your proficiency and imagination.

When engaged in a search - "qualifying" properties by specific characteristics is a simple and easy process. The fields are typed into the computer using plain English commands. For example, to search for 3 bedroom, 2 baths homes, with land area of 5000 to 6000 square feet, in the Windward area of Oahu, a typical search would look like this:

Request a Feature: 1-4 (Primary search field, first) Taxkey area
Request a Feature: Beds 3
Request a Feature: Baths 2
Request a Feature: Land Area 5000 to 6000

Once the "search" fields are entered, you have the option of telling the computer what format you would like the report printed in. There are pre-made formats to choose from (*See pages 15 to 18) , or you may create your own formats at the "Show:" command.

Show: Full or Short

The TMK Database

TMK is actually comprised of **two** different programs: TMK and PROJECT. Upon logging into the system, a menu will appear. The user selects the service he/she wishes to utilize.

TMK is the more widely used database in REsearch™. TMK enables the user to find extensive information such as: ownership, taxes, exemptions, building permits details, sales histories, building details and much more. Majority of searches will be executed in **TMK**.

PROJECT is used when detailed information on ENTIRE condominium project is needed (Condo Master). In Project, the user can extract information on entire projects, such as: common areas, owner occupancy percentage, number of floors and much more. ****While in the PROJECT DATABASE, it is NOT possible to retrieve information for individual units. Individual unit information is extracted through the TMK database.**

**A simple way of looking at the different databases is illustrated below:

REsearch™ Illustration

TMK

(Majority of searches!)

- *Ownership Information
- *Sales History
- *Manual Comparables
- *CMA Function
- * Vacant Land Searches
- * Commercial Searches
- * Investor Searches
- * Farming

.....and Much More!

PROJECT

(Condo Master info. only!)

- *Overall Condo Information
- *Condo Property Address
- *Number of Units
- *Owner occupancy percentage
- *Types of units (studio, 1BR
2 BR, etc.) breakdown
- *Tenure
- *Common Areas/Amenities

.....and Much More!

Connecting to REsearch™ with an ISP

If you have an Internet Service Provider (ISP), you are probably using Windows95, 98, NT or Macintosh. What software are you going to use?

Any communications software that includes Telnet protocol will work. Once you have a communications program that uses the Telnet protocol, you'll be able to configure it to access our system.

For Windows, we recommend the updated version of Hyperterminal (Private Edition 4.0) by Hilgraeve. Windows98 users don't have to worry about downloading this software. Windows98 comes with the latest version of Hyperterminal. Another really good Telnet communications program is CRT. Macintosh users who have an ISP can download the BetterTelnet software; it is good (and free.)

Configuring Your Software

1. First connect to your ISP (Internet Service Provider.) Now Minimize your ISP.
2. Open your chosen communications program. (Remember, it must have Telnet capability.)
3. In the Host address: box, enter **research.hawaiiinformation.com**
4. Enter **23** in the Port number: box.
5. Find the keyboard settings and change the BACKSPACE KEY behavior to use the **DEL** option.
6. If your chosen Telnet program has TERMINAL EMULATION change it to **VT100**.

You should then see:

Trying RESEARCH . . . Open

Username:

You are now connected to our system. Enter your MLS Hawaii / REsearch™ username at this point.

Example connecting to REsearch™ after you have configured your software:

<ol style="list-style-type: none">1. First connect to your ISP (Internet Service Provider) and then minimize.2. Open your chosen communications program. (Remember, it must have Telnet capability.) <p><i>Trying RESEARCH . . . Open</i></p> <p>Username: LUCKY Password: <i>(Password won't display!)</i></p>
--

If you need help using Telnet, please call our communications partner, Pacific Global Communications - (Oahu) 521-1455.

Connecting to REsearch™ *without* an Internet Service Provider (ISP)

**IF you don't have an ISP but are running Windows95, 98 or NT
(or) you have a Mac with Internet software.**

**If your computer is running Windows 3.1.
(or) your computer doesn't even have Windows!
(or) your using a data terminal (video, Panasonic, Texas Instruments.)
(or) you have a Mac without Internet software.**

In this case, you will use one of our *courtesy accounts*.

These accounts will not allow you to surf the Internet, they are only for REsearch™.

Courtesy Accounts

We understand that not everyone has a need or desire to have an internet connection, and that some companies/individuals have connections with time limits. So, we're providing internet connections that go directly to our REsearch™ site *at no additional cost* to our customers.

Find the island that you will be connecting from, and set your dial-up phone number to the one shown.

Island	Dial-Up #	Courtesy Login	Password
Oahu	942-8899	research1	m1shawaii
Maui	875-4600	research2	m1shawaii
Hawaii	934-9058	research3	m1shawaii
Kauai	241-1354	research4	m1shawaii

These connections support up to 56K modem speeds. Your communications software needs to have the following settings:

**8 data bits
parity NONE
1 stop bit**

Courtesy Accounts, Con't

When you connect using the above dial-up numbers, you'll need to tell the Internet Service Provider that you're using one of our courtesy accounts.

The way to do that is by identifying the courtesy login. Find the correct courtesy login from the table above. Enter the courtesy login and password in all lowercase letters, as shown in the sample below.

```
dialing number...
...connection sounds
Welcome to 3Com Total Control HiPer ARC (TM)
Networks That Go The Distance (TM)

login: research1 (User dialing from Oahu)
Password: mlshawaii (the password won't display)
Trying 198.180.136.69 . . .
Connected to 198.180.136.69.
Trying RESEARCH . . . Open

Username: Lucky
Password: (the password won't display)
```

You are now connected to our system..

If you need help using a courtesy account, please call our communications partner, Pacific Global Communications - (Oahu) 521-1455.

Logging into REsearch™

Once you have logged into the Internet whether by your own ISP or using one of our courtesy accounts you must always also log into REsearch™.

1. Username: (Enter your MLS Hawaii username)
2. Password: (Enter your MLS Hawaii password) *Your password will not print for security reasons.
3. A disclaimer will appear, press **return to proceed**.
4. A Service Directory will appear. Select the service you wish to utilize.

Example:

USERNAME: **Lucky**
PASSWORD: **** (Your Password does not print for security reasons)

**A disclaimer will appear.*

INFORMATION DEEMED RELIABLE BUT NOT GUARANTEED Press return to proceed

Service Selection Menu

Once the user has entered the correct Username and Password and accepted the terms and conditions of the disclaimer, a menu will appear. Simply select the service you wish to utilize by typing in just enough letters to distinguish your choice from the other services.

Example

Welcome to REsearch™!

What do you want to do?

TMK Search TMK public record data (MLS data included)
Project Search the Condominium Project database
Mail Send and Receive electronic mail
Help
Quit

On this, and other questions with options, you can enter just

enough letters to make your choice clear.
Just press RETURN by itself to search TMK.

What do you want to do? [TMK]: **TMK** or **T** or *<Press Enter>*

REsearch™ Search Levels

REsearch™ has three experience levels, (1,2,3). Level 1 is great for beginners who need prompting, Level 3 is for the experienced user, and Level 2 is in-between. Following is an example of the same search completed in all three levels.

LEVEL 1 (Beginner)

What do you want to do? [TMK]: **TMK**

You can search for property by any of these primary features:

Taxkey, Street, Project, Owner, Lessor, Lessee, Grantee, Addressee

Using one of these helps REsearch™ find property more quickly.

Now you can specify other features you want.

Enter one feature on a line.

When you are finished, press RETURN by itself.

Request a feature: **1-9-8-39-9-1**

Request a feature: *<Return>*

Select the format in which to display the data.

You may enter any of the following:

Names of standard formats, such as SHORT, MLS, or FULL.

Names of custom formats you have saved

Names of individual features.

Show : **SHORT**

You can Find property now, or choose from one of these:

Recap the features you requested

Modify the requested features

Clear all requested features and start a new search

Save a the current format or current request

Just press RETURN for the option in brackets.

[Find], Recap, Modify, Clear, Save, Help, Quit: *<Return>*

LEVEL 2 (Intermediate)

What do you want to do? [TMK]: **TMK**

Request a feature: **1-9-8-39-9-1**

Request a feature:

Show : **SHORT**

[Find], Recap, Modify, Clear, Save, Help, Quit: <Return>

REsearch™ Search Levels, (Cont.)

LEVEL 3(Advanced)

What do you want to do? [TMK]: **TMK**

Request: **1-9-8-39-9-1**

Request: <Return>

Show : **SHORT**

[Find], Recap, Modify, Clear, Save, Help, Quit: <Return>

Changing your Search Level

To change your Level, simply type “**SET LEVEL**”, followed by the level you wish to utilize at any “Request a Feature:” prompt. Once you have chosen your level, type “**SAVE**” at the [Find], Modify, Clear, etc.” prompt. REsearch™ will now ask you if you would like to save your Request, Format or Script; type “**SCRIPT**”. (NOTE: You can have different levels on each program we offer! For example, you could be using Level 3 in TMK and Level 1 in Business Registration.)

Example

Request a Feature: **SET LEVEL**

Enter a level from 1 to 3. Lower levels have more detailed instructions.

Level: **2**

Request a Feature: <Return>

[Find], Recap, Modify, Clear, Save, Help, Quit: **SAVE**

Save [Request], Format, Script: **SCRIPT**

OR

Request a Feature: **SET LEVEL 2**

Request a Feature: **SAVE SCRIPT** (Shortcut to setting and saving your level)

NOTE: Remember, once you SAVE your script it will remain in the level you have chosen for each user after you. If you would like to utilize one level but do not wish to change it for the other users in your office, DO NOT SAVE! Once you log out, REsearch™ will revert back to the previous level.

[Find], Recap, Modify, Clear, Save, Help, Quit:

REsearch™ now gives the user an opportunity to RECAP or MODIFY or even CLEAR their search before it begins. “[Find], Recap, Modify, Clear, Save, Help, Quit:” is the last prompt before you begin your search. You can simply press Enter or Return and REsearch™ will begin to find the matching properties, or you can choose something else from the menu line.

FIND

FIND will always “**FIND ALL**” of the properties that match the criteria selected.

Example:

[Find], Recap, Modify, Clear, Save, Help, Quit: **<CR> to find all**

If you wish to “quantify” how many records you wish to receive verses “ALL”, simply tell the computer to FIND 6, or F 6.

Example:

[Find], Recap, Modify, Clear, Save, Help, Quit: **FIND 1**

or

[Find], Recap, Modify, Clear, Save, Help, Quit: **F 20**

RECAP

RECAP allows the user to see what has been requested so far.

Example:

[Find], Recap, Modify, Clear, Save, Help, Quit: **RECAP**

Current Requests:

TAXKEY 1-2-6

CONDO

TENURE F

OWNER OCCUPIED

MODIFY

MODIFY allows the user to *change, delete* or *add* to their search before they execute it.

Example:

[Find], Recap, Modify, Clear, Save, Help, Quit: **MODIFY**

Request a Feature: **SOLD SINCE 12/1/95**

[Find], Recap, Modify, Clear, Save, Help, Quit (Cont)

CLEAR

CLEAR allows the user to clear all requested features and start a new search. ALWAYS clear when you are ready to being a NEW search!

Example:

Press ESC to begin a new search or Clear

```
[Modify], Find, Recap, Clear, Save, Help, Quit: CLEAR  
CLEARED
```

Request a Feature:

SAVE

SAVE allows the user to save the current *FORMAT*, *REQUESTS* or *LEVEL*.

Example:

```
[Find], Recap, Modify, Clear, Save, Help, Quit: SAVE  
Save [Request], Format, Script:
```

HELP

HELP allows the user to receive on-line help. Simply type “**HELP**” to display a list of topics.

Example:

```
[Find], Recap, Modify, Clear, Save, Help, Quit: HELP
```

QUIT/ BYE

QUIT allows the user to return to the main menu. BYE exits the user totally out of the system and bypasses going back to the main menu.

Example:

```
[Find], Recap, Modify, Clear, Save, Help, Quit: QUIT
```

What do you want to do?

```
TMK      Search TMK public record data (MLS data included)  
Project  Search the Condominium Project database  
Mail     Send and Receive electronic mail  
Help  
Quit
```

What do you want to do? [TMK]: **QUIT (Type in quit again to exit) or**

[Find], Recap, Modify, Clear, Save, Help, Quit: **BYE**

CONTROL KEYS

REsearch™ provides special "Control Keys" to assist you in your searches. The control functions listed below work with data terminals and IBM compatible systems. If utilizing a Macintosh device, depress the "Open Apple" key and Control key simultaneously, then press C, U, Z, S or Q.

- CTRL C** Stops a search and returns you to a "Request:" Prompt. Pressing the **ESC** (escape key) will also stop your search.
- CTRL U** Erases the information that is being typed in at the current "Request:" prompt.
- CTRL Z** Returns the user to the Main Menu when typed at the "Request:" prompt. When typed at the Main Menu, exits REsearch™. You may also type Quit or Pau.
- CTRL S** Pauses the data from scrolling on the screen or terminal paper.
- CTRL Q** Commands the computer to resume scrolling.

FORMATS

Formats control the "display" of data from TMK. Type the format name you wish to utilize at the "Show:" prompt. You may also "mix" formats together, For example:

Show: FULL

Show: SHORT, SKETCH

or

Show: CMA

Show: GENERAL, DLU

-
- SHORT** **General** format and **Sales** format combined. **SHORT** is the standard default format when you begin searching in TMK, if no other format is specified.
- FULL** The most **complete** format! All **AVAILABLE** information on the property and buildings, except mortgage information, (See Loans) and Full Building Permit details, (See Permits Full).
- GENERAL** General information about the property (Tax Assessor Information). Includes: taxkey, owner, property address, tax address, assessed value, land area, building area, exemptions, zoning, PITT, Land use, building count, dwelling count.
- SALES** All sales information for the property including the taxkey, owners name and address. Sale History from 1982 includes: Sale date, Instrument codes, price, Grantee, Document #'s, and TCT #'s from Sales after 10/20/95.
- LAST SALE** Last sales transaction *with a dollar amount* that has occurred on the property. Includes: sale date, instrument, sale price, grantee, document number, TCT number.
- VERY LAST** Last sales transaction that has occurred on the property whether it has a **SALE** dollar amount *or* a \$0 conveyance. Includes: sale date, instrument, sale price, grantee, document number, Land Court/TCT number.
- DLU** Department of Land Utilization Data (available for Oahu properties only). Includes: height limit, street setback, shoreline status, etc.
- BLDG** Overall details for each building on the property. Includes: bedrooms, baths, building area, building value, year built, etc.
- BLDG SUMMARY** One-line summary information for each building. Includes: number of buildings, style of building, stories, year built, bedrooms, baths and sq. footage.

Formats, (Con't)

ADDITIONS Additions and other features made to the building. Example: entry ways, lanais, garages, etc.

OTHER IMPR Any other improvements made to the property. Example: pools, Jacuzzi, tennis courts, etc.

PERMITS Building permits for the structures. Includes: permit date, number, amount, status and purpose.

PERMITS FULL Complete building permit details. Includes: permit status, type, date, number and much, much more!

SKETCH Sketch of the building. Sketches available on residential properties only.

BLDG FULL **BLDG, ADDITIONS, OTHER IMPR, PERMITS and SKETCH** formats combined.

INT EXT Commercial building details, includes: Type of Use, Exterior Wall, Interior Wall, Framing, Wall Ht, Etc.

LOANS The **LOANS** format provides mortgage information on loans originated AFTER 1988 (if available). The loan information is provided on loans attached to the "sale" of the property vs. home equity or home refinanced loans. Includes: loan amount, type, 1st lender, 2nd lender. Loan information will NOT show up in the FULL format. You must request the loans format, by typing in at Request: Show Loans

LABELS 1 Mailing Labels (Tax Addressee and Tax Bill Address). You may specify
LABELS 2 the number of "columns" you wish, by typing in: LABELS 1
LABELS 3 (meaning, show labels 1 across). Your selections are: 1, 2, 3 or 4.
LABELS 4 Mailing labels are pre-formatted to fit the 3 X 15/16 size label on a dot matrix printer. If utilizing a laser printer, the printer fonts must be set at Courier 10, Pitch 12 - using the Avery Labels #5160 or #5260 (1" X 2 5/8" size label) for best results. For example:

Request: Project Marco Polo

Show: LABELS 3

Formats, (Con't)

RESIDENT LABELS FACILITY

Designed to be a part of the Labels function. Resident labels allows the user to print labels featuring the **property address vs. the tax bill address**. There are three separate options when utilizing the RESIDENT LABELS format. For example:

CURRENT RESIDENT LABELS By typing "CURRENT RESIDENT" or "CUR RES", REsearch™ will print all labels with CURRENT RESIDENT as the addressee and utilize the property address.

Request: **Show labels 3, CURRENT RESIDENT**

RESIDENT LABELS Option 2 By typing "RESIDENT" or "RES", REsearch™ will always use the property address. If the computer notates that "0" exemptions are being claimed, the addressee will read CURRENT RESIDENT. If there is an exemption claimed (a value), the owner's name will be inserted as the addressee.

Request: **Show labels 3, RESIDENT**

RESIDENT LABELS Option 3 By typing "RESIDENT OWNER" or "RES OWNER", REsearch™ will **LABELS** only produce labels for properties that are owner occupied.

Request: **Show labels 2, RESIDENT OWNER**

CA CONDO ANALYSIS. Designed to be part of a Competitive Market Analysis. This format reports sales in a condominium project in summary form.

NA NEIGHBORHOOD ANALYSIS. Designed to be part of a Competitive Market Analysis. This format reports sales in a given "neighborhood" (by neighborhood code) in summary form.

CMA COMPETITIVE MARKET ANALYSIS. This format is automatically displayed when the CMA function is used. You may also request this format if using other parameters. This format includes a brief description of the property, recent sales information, and summary (Average, Median, Mode Prices).

Formats, (Con't)

CMA **COMPETITIVE MARKET ANALYSIS FULL.** Use this format when
FULL you want the entire history of sales for each property in your analysis. This
 format includes a brief description of the property, sales history, and
 summary (Average, Median, Mode Prices).

CUSTOM **CUSTOM** formats, tell REsearch™ to print **ONLY** the items you wish to
 see. For example: Request: **SHOW** taxkey, owner, tax address, beds

The basic formats most often used are SHORT(TMK) and FULL. The **FULL** format combines all of the formats listed above except **LOANS** and **PERMITS FULL**. The **SHORT** format is the automatic default if no other format is specified.

Rec Rooms : 0 Add'l Fixt: 4 Rec Room area: 0 (0X 0)
Total Rms : 9 Total Fixt: 16 Central AC/Heat: None
Flooring : Carpet Floor Construction: Concrete sl
Foundation: Concrete Basement: None


```

      8      7--15---+
      | +5--+
+-8-+4+      |
9      |
|#7 16  #1    22
+-8-+      |
      |
+----24-----+

```

LOANS FORMAT

Request: **1-3-9-3-24**
Request: <Return>
Show: **Loans**
How Many All: <Return>

```
===== T M K   D A T A =====  
1-3-9-3-24          338 PORTLOCK RD  
Owner: SATO, BRYAN R SR  
  
Loan Amount Type   Lender                               Recorded Loan Doc#   LCD  
-----  
$500,000    CO      WEYERHAEUSER MTG CO           5/29/96              2311989
```

The loans format can be added to the FULL format (or any other format), simply by typing “**FULL, LOANS**” at the Show prompt, for example:

Request: **1-3-9-3-24**
Request: <Return>
Show: **Full, Loans**
How Many All: <Return>

NOTE: The **LOANS** format provides mortgage information on loans originated AFTER 1988 (if available). The loan information is provided on loans attached to the "sale" of the property vs. home equity or home refinanced loans. Includes: loan amount, type, 1st lender, 2nd lender. Loan information will NOT show up in the FULL format. You must request the loans format, by typing in at Request: Show Loans

Permit Full Format

TMK can also display *complete* Permit information (presently only for Oahu Properties)! The **FULL** format and the **PERMITS** format shows general permit information. To find out *complete* building permit details type "PERMITS FULL" at the "Show:" prompt.

Request: **1-1-2-1-34**

Request: <Return>

Show: **PERMITS**

[Find], Recap, Modify, Clear, Save, Help, Quit: <Return>

===== Copyright 01/24/96 09:58 by MLS Hawaii, Inc. =====
 ===== T M K D A T A =====

1-1-2-001-034-0000 Addr:841 MOKAUEA ST
 Owner: T R I PARTNERS

Permit#	Status	Date
301435	CP	01/29/91
301442	EX	01/29/91
304201	CP	01/27/91

OR

Show: **PERMITS FULL**

===== Copyright 01/24/96 09:58 by MLS Hawaii, Inc. =====
 ===== T M K D A T A =====

1-1-2-001-034-0000 Addr:841 MOKAUEA ST
 Owner: T R I PARTNERS

PERMIT DATA			
# 301435- - 1	Date 01/29/91	1-1-2-001-034	New Building
Owner CHARLOTTE LI		Status CP	Alteration
Job Addr 841 MOKAUEA ST		Lot#	X Demolition
Plan Maker NONE		Stories 0	Addition
Contractor R.H.S. LEE INC		Zoning R5	Repair
Electrical		Census 060.	
Plumbing		Ownership 1	Electrical Work
Project LI			Plumbing Work
Occupancy group R3 DWELLING			Other Work
Accepted Value \$ 10.00	Lot area 2,000 F		
Fee \$ 12.00	Tot Floor Area 0		Shell Only
Completed/expired/rev 01/03/91	Residential units D 1		Sidewalk
Plan checker TERAMOTO	Hotel rooms 0		Curb
Planning permit type 7	Type Construction		Driveway
Active I Orig#	Minimum Actual		Fence
	VN VN		Retaining Wall
Inspection Code Date	Structure code 51		Fountain
Building CP 01/03/91			

Electrical	NA	01/29/91		Building code 1	
Plumbing	NA	01/29/91		Comply Flood Hazard	

Permits Full, Continued

PERMIT DATA				
# 301442-	- 1	Date 01/29/91	1-1-2-001-034	X New Building
Owner	CHARLOTTE LI		Status EX	Alteration
Job Addr	841 MOKAUEA ST		Lot#	Demolition
Plan Maker	ROBERT K.K. PANG		Stories 2	Addition
Contractor	BEN LUM CONSTR LTD-REFUND		Zoning R5	Repair
Electrical	LATER - REFUND		Census 060.	
Plumbing	LATER - REFUND		Ownership 1	X Electrical Work
Project	LI			X Plumbing Work
Occupancy group	R3 DWELLING			Other Work
Accepted Value \$	710.00	Lot area	2,000 F	
Fee \$	518.00	Tot Floor Area	866	Shell Only
Completed/expired/rev	01/29/92	Residential units A	1	Sidewalk
Plan checker	TERAMOTO	Hotel rooms	0	Curb
Planning permit type	1	Type Construction		X Driveway
Active I Orig#		Minimum	Actual	Fence
				Retaining Wall
Inspection	Code	Date	VN	VN
Building	EX	01/29/92	Structure code	51
Electrical	EX	01/29/92	Building code	1
Plumbing	CP	01/03/91	Comply Flood Hazard	

PERMIT DATA				
# 304201-	- 1	Date 01/27/91	1-1-2-001-034	X New Building
Owner	CHARLOTTE LI		Status CP	Alteration
Job Addr	841 MOKAUEA ST		Lot#	Demolition
Plan Maker	ROBERT K K PANG		Stories 2	Addition
Contractor	C & N CONSTRUCTION		Zoning R5	Repair
Electrical	LEEWARD ELEC (60266 8/2/91)		Census 060.	
Plumbing	AGLIAM PLBG (430 8/14/91)		Ownership 1	X Electrical Work
Project	LI			X Plumbing Work
Occupancy group	R-3 DWLG			Other Work
Accepted Value \$	700.00	Lot area	2,000 F	
Fee \$	512.00	Tot Floor Area	871	Shell Only
Completed/expired/rev	01/07/93	Residential units A	1	Sidewalk
Plan checker	HIGA	Hotel rooms	0	Curb
Planning permit type	1	Type Construction		X Driveway
Active I Orig#		Minimum	Actual	Fence
				Retaining Wall
Inspection	Code	Date	VN	VN
Building	CP	01/07/93	Structure code	51
Electrical	CP	01/21/92	Building code	1
Plumbing	CP	01/11/91	Comply Flood Hazard	

OWNER MAILING LABELS FORMAT
***Tax payer at the tax address - mailing labels**

TMK has been enhanced to provide direct mail marketing capabilities. Mailing labels can be provided in 1 to 4 columns across a page. The search parameters (qualifiers) selected will determine what "types" of properties you will receive.

Example scenario: You wish to contact owners who live in the Hawaii Kai Area, who own single family residential property and are owner occupants. The assessed value range is between 300,000 to 450,000.

Request: 1-3-9-5 (Primary Field)
Request: No Condos
Request: PITT 100
Request: No Vacant Land
Request: Assessed Value 300,000 to 450,000
Request: Owner Occupied
Request: <Return> *For best results, use the Avery #5160
Show: **LABELS 3** self adhesive computer labels - 3 across
for laser printers.

**Laser printers must also be set to
Print at COURIER 10, PITCH 12.

To Add the taxkey onto a label:

Show: **LABELS 3, TAXKEY**

[Find], Recap, Modify, Clear, Save, Help, Quit: FIND 3 (Example: Requesting only the first 3)

John Smith
419 Hunakai Street
Honolulu, HI 96825

Whitney Doubles
423 Hunakai Street
Honolulu, HI 96825

Cassie Homerly
426 Hunakai Street
Honolulu, HI 96825

OR

Request: Project Marco Polo
Request: No Owner Occupied
Request: Sale date 01/01/79 to 12/31/85
Request: Tenure L
Request: <Return>
Show: **LABELS 1, Taxkey** (*one column of labels with TAXKEYS*)

[Find], Recap, Modify, Clear, Save, Help, Quit: FIND1

1-4-6-23-145-150
Wil Smithsonian

1435 Kapiolani Blvd. #506
Honolulu, HI 96814

MAILING LABELS FOR *PROPERTY ADDRESSES VS. TAX BILL ADDRESSES

TMK has been enhanced to provide mailing labels for "property" addresses vs. the tax bill address. It is important to remember that unless the property address is provided in the tax records by each county assessor, the property address may not be reflected. Most of the street (property) addresses on the island of Oahu are available. The neighbor islands records are not as complete as Oahu. *Note: Because of the inconsistencies as well as "non deliverable" postal addresses or rural property addresses not provided in the main tax key records, there will be a margin of error/returns.

To complete a mailing list for property addresses, there are three options to choose from, they are as follows:

Option 1 - CURRENT RESIDENT

Request: Project Marco Polo
Request: No Owner Occupied <Enter this prompt, if reaching tenants vs. owners>
Show: Labels 2, **CURRENT RESIDENT**
[Find], Recap, Modify, Clear, Save, Help, Quit: Find 4

Current Resident	Current Resident
2333 Kapiolani Blvd., #101	2333 Kapiolani Blvd., #102
Honolulu, HI 96826	Honolulu, HI 96826

**The computer will print the property address vs. the tax bill address, and EACH addressee will read: Current Resident.

Option 2- RESIDENT

The Current Resident labels program is best utilized for doing "generic" mailings to non-owners of a property. However, if you would like to create a direct mail campaign to filter the "tenants" vs. the owners - use this RESIDENT feature. TMK will filter the exemptions screen. If no exemptions are claimed, the computer will assume several factors: The owner does not qualify, or live at the property and will insert CURRENT RESIDENT as the Addressee. If there is an exemption value (land value: 100,000, bldg. value: 40,000) being claimed, the computer will insert the OWNERS NAME.

Request: Project Marco Polo
Request:
Show: Labels 2, **RESIDENT**
[Find], Recap, Modify, Clear, Save, Help, Quit: Find 2

Current Resident	John & Jamie Curtis
2333 Kapiolani Blvd., #101	2333 Kapiolani Blvd., #102
Honolulu, HI 96826	Honolulu, HI 96826

Option 2 - Resident labels, (Con't)

Option 3 - RESIDENT OWNER

Request: Project Marco Polo

Request:

Show: labels 2, **RESIDENT OWNER**

[Find], Recap, Modify, Clear, Save, Help, Quit: Find 2

John & Jamie Curtis
2333 Kapiolani Blvd., #102
Honolulu, HI 96826

Eric R. Pihl
2333 Kapiolani Blvd., #104
Honolulu, HI 96826

*Though this option is operable, we suggest that when attempting to contact "Owners" - use the Tax Addressee and Tax bill address through the OWNER MAILING LABELS format.

PRINTING and DOWNLOADING data using Universal communication Software Programs

When logged into TMK (or any database that is an ASCII text format), typically the user is able to use "any" type of universal communication software program. There is no specific type of software needed to use the TEXT version of TMK. However, it is **important** to know that the communication software that you elect to use, has special "toggle" switches that allows a user to capture data scrolling on the screen to a file or to a printer. *It is the users' responsibility to educate and familiarize themselves with the type of software they elect to use.* Even though there are hundreds of different communication software programs in use, at some point, they will all work somewhat synonymously. Therefore, here are some "general" rules for printing and downloading.

To print - While on-line, if you wish to print - your communication software program may have an icon to print the screen, or with newer programs you might be able to use your mouse to block an area on the screen and print from there. If you need to, refer to your HELP manual, look for instructions for the following: **PRINTER ECHO or PRINT TOGGLE or PRINT ON-LINE or CAPTURE TO PRINTER.**

To download - Means to take the data that is scrolling on the screen and instead of sending it to a printer, send it to a file. Universal commands to download are usually referred to as: **CAPTURE TEXT or CAPTURE TO FILE or TRANSFER TEXT.** Refer to your on-line help for your communication software package to get the right keys to depress.

To Open a File- Once a file has been downloaded to either the hard disk or floppy diskette, the user may open up that file in a word processor. Typically, the user would go through these motions:

**These instructions are for WORD 97 for WINDOWS. (If you are not using Word for Windows, find the applicable "synonymous" procedures specific to your word processing program).*

Select the following options in Word:

1. **FILE - OPEN** To open the document. Note that the margins will be misaligned.
2. **DELETE UNWANTED DATA** Delete unwanted data both at the top and bottom of your file! Do this by blocking and cutting.
3. **EDIT - SELECT ALL** Will block the entire document.
4. **NEW COURIER 10** Click and change font style & size – this is located on the toolbar.
*Note the data will start reconfiguring for you!

**While the document is still blocked, go to the Paragraph feature shown below. (or as applicable)*

5. **PARAGRAPH – LINE SPACING-EXACTLY** This will space your data correctly.
6. **FILE - PAGE SETUP -**
*Lastly, change the Page Margins...
Select .5 for the top and bottom
Select .18 for the left
Select .15 for the right

The computer will then prompt you with a message that says the data is out of format, would you like WORD to fix it? Answer **IGNORE**. The document will be reformat³⁷ed for you. You may edit, etc.

Instructions to download comma delimited files, or mailing label information.

TMK offers a user the capability to download data in a comma delimited format into any other front end program that can import a comma delimited file. For example, a user may take data directly from TMK and import it directly into Excel or any like-kind spreadsheet program, or contact manager.

There are several ways to get the information in a comma delimited format. To create a Custom Format do the following:

Request: <Enter your search parameters>
Request: **SHOW** >Type in Show and RETURN
Show: **Taxkey** >List fields, followed by a RETURN
Show more: **Owner**
Show more: **Assessed Value**
Show more: **Beds**
Show more: **Baths**

Show more: ***You may continue to enter any number of fields you'd like to download in your report...however, the most important field to enter, AFTER all your other selected fields, is the word...**

Show more: **DOWNLOAD or DOWN**

The computer will take all of the fields that you've selected, match data that fits the criteria you've asked for, then give you the information in a comma delimited format that looks like this:

"Taxkey","owner","assessed value", "beds","baths"
"1-4-5-98-102", "DOE, JOHN W", "465,000", 4,2
"1-4-5-98-103", "DOE, JANE R", "440,000," 3,2

The comma/tab delineated files can then be pulled into a spreadsheet or database program. *TMK provides the user the ability to download the data into this format, however, once in the program you wish to utilize (for example: Excel, Act, Lotus 1-2-3 or others) - it is the users responsibility to learn and utilize these programs as it is beyond the scope of our product.

Additionally, we've made mailing label information easy for you. You may also mix other fields with the mailing labels information, to create a more comprehensive report.

To activate the download format for labels, simply type "DATABASE LABELS" at the "Show" prompt. *Example*

```
Request:    PROJECT MARCO POLO
Request:    <Return>
Show:      DATABASE LABELS
[Find], Recap, Modify, Clear, Save, Help, Quit: <Return>
```

```
"First name","Name","Address","City & state","LABEL ZIP","Country"
"Larry","Newhall","2333 Kapiolani Blvd 1","Honolulu, HI","96826"
"Thomas" ,"Schmidt","2333 Kapiolani Blvd 2","Honolulu, HI","96826"
"Clarence","Lee","1221 Victoria Street 704","Honolulu, HI","96814"
"Clifton","Chun","2964 Ala Punene Place","Honolulu, HI","96818"
"Thomas","KY","1738 A. 10th Avenue","Honolulu, HI","96816"
```

You may also add fields to the DATABASE LABELS FORMAT, by doing the following:

```
Request:    Project Banyan Harbor
Request:    <return>
Show:      DATABASE LABELS, BEDS, BATHS, TAXKEY, ASSESSED VALUE
```

The report will show the mailing label information as seen in the example above, together with the taxkey, bedrooms, baths, and assessed value. Mix and match as you see fit.

```
"First name","Name","Address","City & state","LABEL ZIP","Country", "Beds", "baths",
"assessed value", "taxkey"
"Larry","Newhall","2333 Kapiolani Blvd 1","Honolulu, HI","96826",4,2,"200,000","1-4-5-6-7"
"Thomas" ,"Schmidt","2333 Kapiolani Blvd 2","Honolulu, HI","96826",4,2,"210,000","1-4-5-6-8"
```

*See more on the next page, regarding customizing a format.

CUSTOMIZING A FORMAT

*Creating a report to reflect selected fields vs. using a premade format (i.e., short, full, bldg, etc.)

***Customizing a format** - is used when you only need to print certain "parts" of the Full format. A list of "premade" formats is available on pages 15 to 18. Fields and Formats may be mixed and matched to your specifications. The computer will print only the Fields and Formats that you've specified.

Request: 1-4-5

Request:

Show: TENURE (field)

Show: BLDG (format)

Show:

Request:

[Find], Recap, Modify, Clear, Save, Help, Quit: Find 1

1-4-5- 9- 345 Addr:4875-74 LILIPUNA RD

Owner: JANE DOE FAMILY TRUST

Tenure: F

===== RESIDENTIAL BUILDING DETAILS =====
1-4-5- 9- 345 Bldg: 1 of 1 Card: 1 of 1 Class: Dwelling
Roof Design: Gable Structure: Wood Material: Composition
Attic: None Ceiling: Canec

=== ROOMS === === BATHS === Framing: Wood/single wall
Family Rms: 0 Full Baths: 1 Exterior Wall: Redwood/Cedar
Bedrooms : 3 Half Baths: 0 Interior Wall: Single wall/Wood
Rec rooms : 0 Add'l Fixt: 2 Rec Room area: 0 (0X 0)
Total Rms : 5 Total Fixt: 5 Central AC/Heat: None
Flooring : Resil tile Floor Construction: Wood joist
Foundation: Hollow tile Basement: None

= FLOOR AREAS == Year Built: 1954 Style: Contemporary
LLLA 0 Effective year built: 0 Stories: 1.0
1st story 768 Physical condition: AV Shape: Recta
2nd story 0 Cost & Design Factor: 0% Bldg Type: 113 Wood House
Addl story 0 Economic Factor: 0% Occupancy: Single-family
Half story 0 Per cent complete: 0%
TOT LIVING 768 Gross building value: 0
Attic 0 Building value: 25,700
Unfin Bsmt 0 Other:Plumbing Minus

SAVING, USING, LISTING & DELETING CUSTOM FORMATS

Saving a Custom Format

Combine several "fields and/or formats" to create your own "pre-made" format. To design a CUSTOM format, first you must type the fields and/or formats you would like TMK to print. Once you have entered all your fields and/or formats, the computer will again display the "Show More:" prompt, simply press enter or return at this prompt leaving it blank. At the "[Find], Recap, Modify, clear, Save, etc." prompt, type in "**SAVE**". TMK will now ask you if you would like to save your Request, Format or Script; type "**FORMAT**". TMK will then ask you to choose a name for your custom format.

Example

Request a feature: **PROJECT MAUI SUNSET**
Request a feature:

Show: **TAXKEY,**
Show more: **PROJECT**
Show more: **OWNER**
Show more: **TENURE**
Show more: **BEDS**
Show more: **BATHS**
Show more: **ASSESSED VALUE**
Show more: <Return>

[Find], Recap, Modify, Clear, Save, Help, Quit: **SAVE**

Save [Request], Format, Script: **FORMAT**

Enter the name for the custom format you want to save.
You can use that name in a SHOW command.

Custom format name: **CONDOBRIEF**

[Find], Recap, Modify, Clear, Save, Help, Quit: **FIND 1**

Taxkey:2-3-9-001-002-0001
TMK Project:MAUI SUNSET
Owner:FIRST HAWAIIAN BANK TRUSTEE TENURE:F ASSESSED VALUE:\$ 180,100
Beds FULL BATHS
 2 2

Saving, Using, Deleting & Listing Custom Formats, (Con't)

Using Saved Custom Formats

To use your CUSTOM FORMAT, simply type in the name of your format at the “Show:” prompt.

Request a feature: **PROJECT Lele Pono**
Request a feature: <Return>
Show: **CONDOBRIEF**

Deleting a Saved Custom Format

To delete your custom format, simply type **DELETE** at any “Request a feature:” prompt. Then type **FORMAT** at the Delete prompt and the custom format name at the “Format name:” prompt.

Request: **DELETE**
Delete [Request], Format, Prospect: **FORMAT**
Format name: **CONDOBRIEF**

'CONDO BRIEF' deleted.

Listing Saved Custom Formats

TMK allows the user to list out all previously saved FORMATS! To display your saved FORMATS, simply type “**LIST**” at any Request: prompt.

Request: **LIST**
List [Requests], Formats : **FORMATS**

Custom Formats you have saved

CONDO BRIEF
RESIDENTIAL COMPS
HARBOR COURT UNITS

SAVING, USING, LISTING & DELETING CUSTOM REQUESTS

Saving a Set of Request Parameters

To save your request fields, simply type “**SAVE**” at the “[Find], Recap, Modify, Clear, Save, Help, Quit:” prompt. TMK will ask if you would like to save your Request, Format or Script; type “**REQUEST**”. TMK will then ask you to choose a name for your set of requests.

```
Request a feature: 1-3-9-13
Request a feature: PITT 100
Request a feature: BEDS OVER 2
Request a feature: BATHS OVER 1
Request a feature: NO INSTRUMENT CONVD, CONVAS
Request a feature: <Return>
```

Show : **CMA**

[Find], Recap, Modify, Clear, Save, Help, Quit: **SAVE**

Save [Request], Format, Script: **REQUEST**

Provide a name of the request to save. Specify this name in the USE command to use this set of requests.

Request name: **1-3-9COMPS**

Using a set of SAVED REQUEST Parameters

To use your SAVED REQUESTS, simply type “**USE**” followed by the name of your set of requests.

Example

```
Request a feature: USE 1-3-9COMPS
Request a feature: SOLD SINCE 11/95
Request a feature: <Return>
```

Show : **CMA**

[Find], Recap, Modify, Clear, Save, Help, Quit: <Return> (CMA's always finds ALL!)

Saving, Using, Deleting & Listing Custom Requests, (Cont.)

Deleting a set of Saved Request Parameters

To delete your Custom Request Parameters, simply type **DELETE** at any “Request:” prompt. Then type **REQUESTS** at the “Delete:” prompt and the custom Request name at the “Request name:” prompt.

```
Request: DELETE  
Delete [Request], Format, Prospect: REQUEST  
Request name: JPROJECTS  
  
'JPROJECTS' deleted.
```

Listing Saved Custom Requests

REsearch™ allows the user to list out all previously saved REQUESTS! To display your saved REQUESTS, simply type “**LIST**” at any Request: prompt.

Saved Requests

```
Request: LIST  
List [Requests], Formats : REQUESTS
```

Requests you have saved

```
-----  
Request Code: 1-3-9COMPS  
TAXKEY 1-3-9  
PITT 100  
NO LAST INSTRUMENT CONVD OR CONVAS  
FULL BATHS OVER 1  
BEDROOMS OVER 2
```

Requests you have saved

```
-----  
Request Code: CURRENT_CMA  
PROJECT HARBOR COURT  
APT *02,*03,*04
```

Requests you have saved

Request Code: JPROJECTS
LAST SALE DATE SINCE 01/01/90
PROJECT MARCO POLO
BEDROOMS 2
TENURE F
BATHS 2

COMPETITIVE MARKET ANALYSIS - OPTION 1

Comparables or a Competitive Market Analysis (CMA) can be executed through the TMK program. Because the information is extracted directly from the Bureau of Conveyances, TMK reflects actual recorded sales transactions vs. Multiple Listing Data Only. Various Boards of REALTORS® Multiple Listing Networks usually provide a CMA capability, however, the information provided only reflects information that has filtered through the network. The information from TMK is actual recorded public record information that is accessible to anyone and is not governed by real estate licensing requirements, as the Multiple Listing Data. *For Users subscribing to the MLS for Kauai and the Big Island, the MLS and TMK data has been integrated, therefore, when doing a CMA on these islands, *both* MLS as well as TMK comparable data will show together in one comprehensive report.

There are two ways to execute a CMA. In the example shown below, Option 1 is used when searching for comparables for ONE particular tax map key number (not a range of numbers). To execute this search, do the following:

Using CMA Option #1, the user simply types the “@” sign followed by the letters “CMA” at the “Request a feature:” prompt, the computer will then request the taxkey of the subject property.

Request a Feature: @CMA

Taxkey or MLS# of subject property: **1-9-8-39-9-145**

This is a Highrise condominium unit in the LELE PONO Project. It has 720 sq. ft of living area and 2 bedrooms.

Sold since: [12/15/94] <Return, or change the date using the same sequence MO / DAY / YR >

Prepared for: **Mark Nakamura** ****You may elect to fill this in or hit return to bypass**

Prepared by: **Janet Spelling**

AUTO-CMA will search for comparable sales with living area from 612 to 828 sq. ft (+/- 15%). Unless you specify a Taxkey, sales will be limited to the same plat.

****NOTE: AUTO CMA WILL SEARCH WITHIN THE SAME PLAT. THEREFORE, WE SUGGEST OPENING UP THE PLAT AREAS TO ENCOMPASS A WIDER GEOGRAPHIC RANGE.**

OK [YES]: <Return>

Request: <Return> ***TYPICALLY, THE USER SHOULD HIT <CR> AT THIS POINT, HOWEVER, TO “OPEN” UP THE SEARCH TO INCLUDE A LARGER PLAT AREA, DO THE FOLLOWING:**

or

Request: 1-9-8-39 to 40 (Notice we opened up the plat to ONE number below and ONE above the subject property

Show [CMA]: <Return>

[Find], Recap, Modify, Clear, Save, Help, Quit: <Return>

CMA Option #1, (Cont)

MLS Hawaii, Inc. REsearch Competitive Market Analysis Copyright 12/15/95

Prepared for Mark Nakamura by Janet Spelling

----- Other Comparable Sales -----											
Taxkey: 1-9-8-039-009				LELE PONO							
CPR Apt#	Flr	View	Sq Ft	Beds	Baths	1/2	Bths	Sold	Instr	Price	

Taxkey: 1-9-8-039-009				LELE PONO							
79	1109	11	None	1,008	2	1	0	01/20/95	DEED	221,500	
140	1810	17	None	792	2	2	0	07/28/95	DEED	218,000	
188	2308	22	None	720	2	1	0	01/19/95	CONVD	33,200	
201	2501	24	None	792	2	2	0	05/31/95	DEED	219,000	
240	2810	27	None	792	2	2	0	05/04/95	CONVD	37,500	
Category	#	Lowest	Highest	Average	Median	Mode					

TMK SALES	5	\$33,200	\$221,500								
DEED	3	\$218,000	\$221,500	\$219,500	\$219,000	N/A					
LH CONV	2	\$33,200	\$37,500	\$35,350	\$35,350	N/A					

WHAT ARE AVERAGE, MEDIAN AND MODE? HOW ARE THEY CALCULATED?

REsearch™ offers you three statistical analyses for you to use in the determination of the current market activity.

An average (also known as mean) is calculated by adding up all of the individual sales, and dividing by the total number of sales.

To calculate the median, you must first sort the prices from lowest to highest. Then, find the middle number. For example, if there were 17 sales, after ranking them select the one at position 9. Whenever there is an even number of sales, the median is the average of the two middle sales.

Finally, the mode is the most frequent sale price.

CMA Option #2

Searching for comparables using broad search parameters vs. one single subject taxkey number.

This feature enables the user to manually search for comparables by using a broad array of search parameters vs. ONE subject tax map key number. This feature is mostly used when there is a lack of comparables in a certain area. One must search a larger span using various fields to zero in on close matches that are not necessarily within close range of the subject property. Using CMA Option #2 allows the user to type in their own search criteria and still print out the results in a CMA format.

```
Request a feature: 1-9-8-30 to 39
Request a feature: BEDS OVER 1
Request a feature: BATHS OVER 1
Request a feature: PITT 100
Request a feature: SOLD SINCE 1/94
Request a feature: <Return>
Show : CMA                                *This is KEY...in order to receive the CMA format.

[Find], Recap, Modify, Clear, Save, Help, Quit: <Return>
```

MLS Hawaii, Inc. REsearch Competitive Market Analysis Copyright 12/12/95

Prepared for Joe Smith by Christy Yonemura

Taxkey:	----- Other Comparable Sales -----												
Taxkey:	Par	St#	Land	Area	Bldg	SqFt	Beds	Bths	Yr	Blt	Sold	Instr	Price
Taxkey:	-----												
1-9-8-030	39	98-510	7,067	sq	1,647	4	2	1961	08/25/94	DEED	390,000		
	45	98-560	7,713	sq	1,589	4	2	1961	01/04/95	DEED	200,000		
	50	98-563	17,193	sq	4,824	8	3	1924	06/30/95	DEED	825,000		
1-9-8-031	4	98-823	10,500	sq	1,274	3	2	1962	11/13/95	DEED	299,000		
1-9-8-032	5	98-869	10,591	sq	2,580	3	3	1966	10/19/94	DEED	560,000		
1-9-8-034	4	98-1031	7,920	sq	1,524	3	2	1963	03/18/94	COMM	430,000		
	48	98-1236	8,085	sq	1,270	3	2	1965	08/02/95	DEED	365,000		
	80	98-1245	7,560	sq	1,270	3	2	1963	07/21/94	DEED	112,500		

120 98-980 7,735 sq 1,770 3 2 1965 02/22/95 DEED 310,000

Category	#	Lowest	Highest	Average	Median	Mode
TMK SALES	9	\$112,500	\$825,000			
DEED	9	\$112,500	\$825,000	\$420,766	\$425,000	N/A

CMA SUMMARY ONLY

REsearch™ will now allow the user to create the Summary from a Competitive Market Analysis without listing the individual sales! To create a CMA summary only, simply type “**SUMMARY**” at the “Show:” prompt.

Request: **Project Harbor Court**

Request: **Sold Since 1/95**

Request: <Return>

Show : **SUMMARY**

[Find], Recap, Modify, Clear, Save, Help, Quit: <Return>

Category	#	Lowest	Highest	Average	Median	Mode
-----	---	-----	-----	-----	-----	-----
TMK SALES	6	\$502,200	\$586,200			
DEED	6	\$502,200	586,200	\$551,816	\$556,200	N/A

TMK Search Examples (Using the proper Order)

The proper syntax or "Order" to enter search fields is:

PRIMARY FIELD - SECONDARY FIELD - FORMAT
(PRINT OUTCOME)

A Primary field gives the computer a "primary" direction to follow. Secondary fields are used to further qualify the search. Following is a list of searchable fields available. It is important that these fields be used as listed, do not "create" or "abbreviate" fields unless otherwise specified.

Examples of using search fields:

Search Example #1

A search for 3 bedroom homes in the 1-3-9 area, assessed under 500,000, fee simple, would look like this:

Request:	1-3-9	(Primary Field)
Request:	Beds 3	(Secondary Fields)
Request:	Assessed Value under 500,000	
Request:	Tenure F	
Request:	<Return>	
Show:	Full	(Print outcome)
[Find], Recap, Modify, Clear, Save, Help, Quit: <Return>		

Search Example #2

Searching for investors owning fee simple condominiums on the Windward side of Oahu, who purchased property between 1979 to 1985, would look like this:

Request:	1-4-4 to 5	(Primary Field)
Request:	Sale date 01/79 to 12/31/85	(Secondary Fields)
Request:	Condos	
Request:	Tenure F	
Request:	<Return>	
Show:	Labels 3	(Print outcome)
[Find], Recap, Modify, Clear, Save, Help, Quit: <Return>		

TMK - Alphabetical List of Searchable Fields

* = *Primary Fields*

Additional Fixtures	*Each Document	Physical Condition
*Addressee	Each Exchange	Portion
Air Conditioning	Each Fractional	PITT
Apartment/APT	*Each Grantee/Grantee	Price
APT Bldg	Each Instrument	Plat
Area 1st Story	*Each LCD	*Project
Area 2nd Story	Each Multiple	Property Type/TYPE
Area Additional Story	Each Portion	Rec Rooms Area
Area Attic	Each Sale Date	Rec Room Dim One
Area Basement	Each Sale Price	Rec Room Dim Two
Area Half Story	Effective Year Built	Rec Rooms
Area LLLA	Exchange	Roof Design
Assessed Value	Exterior Wall	Roof Material
Bathrooms/BATHS	Family Rooms	Roof Structure
Bedrooms/BEDS	Floor Construction	Sale Date/SOLD
Bldg Area	Flooring	*Second Lender
Bldg Exemption	Foundation	Second Loan
Bldg Number	Fractional	Section
Bldg Shape	Framing	Stories
Bldg Type	Government/GOVT	*Street/ST
Bldg Value	Half Baths	Street Direction/ST DIR
*Book & Page	Instrument	Street Number/ST Number
Buildings/BLDGS	Interior Wall Material	Style
Card Number/CARD	Interior Wall Structure	*Tax City
Ceiling	Land Area	*Tax Country
Census Tract	Land Exemption	*Tax State
Company	Land Use	*Tax Street Address
Condo	Land Value	*Tax Zip
Condo Clubhouse	LCD	Taxes
Condo Daycare	*Lender, First Lender	*Taxkey
Condo Floor	*Lessee	*TCT#
Condo Health Club	*Lessor	Tenure
Condo Lounge	Living Units	Total Bldg Area
Condo Parking	Loan, First Loan	Total Bldg Value
Condo Pool	Multiple	Total Exemption
Condo Sauna	*Neighborhood/NBRhood	Total Fixtures
Condo Style	Occupancy	Total Rooms/ROOMS
Condo Tennis	*Owner	Units
Coop	Owner Occupied	Vacant Land
CPR	Owns	*Vendee
Division	Parcel	*Vendor
Document/DOC	Permit Date	*Very Last Book & Page
Dwellings	Permit Number	*Very Last Doc
*Each Book & Each Page	Permit Status	Very Last Exchange

Alphabetical List of Searchable Fields (Cont)

Very Last Fractional	Very Last Portion	Year Built
Very Last Instrument	Very Last Price	Zone
*Very Last Lcd	Very Last Sale Date	Zoning
Very Last Multiple	View	

The entire list of Alphabetical Searchable Fields with complete definitions and examples is available in the following pages.

PRIMARY FIELDS - Definitions & Examples

PRIMARY SEARCH FIELDS- gives the computer the first direction to go. Several primary fields such as: Taxkey, Owner, Street, Project- need no secondary fields to further qualify the search, as they can be utilized individually and will produce favorable results. If you have a Taxkey, owner's name, and street address - use the Taxkey only. **Do not do the following:**

- Request: 1-3-4-5-6
- Request: Owner Doe John
- Request: Street Qualm St.
- Request: Street Number 345

In most cases, it is advisable to use ONLY **ONE** PRIMARY REQUEST PER SEARCH!

TAXKEY- Allows you to search properties *
by the tax map key number. A tax map key *
number is divided into components, namely: *
DIV.-ZONE-SEC-PLAT-PARCEL-CPR *

You may specify a range in any of the above *
components, select a Taxkey range by using *
comma's to separate, or a combination. *

- Request: 1- (Oahu)**
- or**
- Request: 1-2-3**
- or**
- Request: 4-2-3-12-23-18 to 25**
- or**
- Request: 3-3-5 to 7, 2-3-4-5**
- Request: 3-2-5 to 9, 4-5-6-7-2**

STREET/ST.- To utilize this field, it is done*
by typing in STREET Streetname. Because *
of the irregularities in the entry of street *
names. *

There is a spell check feature referred to as *
STREET HELP. The spell check feature *
will be automatically activated if you have *
misspelled the street name, or did not type *
the name exactly as the tax records reflect *
it to be. You will be prompted to make a *
selection from a "like-kind" list which will be*
made available to you. You may take a *
STREET search further, by using the *
secondary field STREET NUMBER, to *
search for a particular street address. *

- Request: STREET China**
- or**
- Request: STREET Kona**

(There is no street with exactly that name.
Here are some close to what you requested.)

- 1. Kona St 2. Kona St.
- 3. Kona Street 4. Kona Pl

Enter the number(s) of the street you want [none]: 1-3

Request: STREET NUMBER 456

Primary Search Fields, (Con't)

PROJECT - This field is used to find information on individual condominium properties or only those properties with CPR numbers (not subdivision projects, i.e., Project Waikele, Project Piilani Village etc.) The project field is used ONLY for condo projects. To use the field, simply type in: the field PROJECT followed by the name of the project.

You may also use secondary fields to further qualify your search, as in an apartment number or CPR number.

The PROJECT field has a spell check feature should you misspell a condo name, or are not sure if the project has multiple phases. REsearch will provide a "like-kind" list for your selection.

Request: PROJECT Marco Polo
or

Request: PROJECT Marco Polo
Request: BEDS 2

Request: OWNER OCCUPIED
or

Request: PROJECT Marco Polo
Request: APT 507

or
Request: PROJECT Marco Polo
Request: CPR 586

Request: PROJECT Nauroo

(There is no Project with exactly that name. Here are some close to what you requested.)

1. Nauru Tower
2. Nauvoo
2. Naupaka House

Enter the number(s) of the Project you want [none]: 1

OWNER- This field is used to obtain information using only the owner's name. To use this field, simply type in: OWNER LASTNAME*FIRSTNAME

The * is an alpha numeric wildcard that takes the place of any number of letters or other designations you may not be aware of.

There is an OWNER SPELLCHECK feature available. It will be initiated automatically if the computer cannot find an "exact" match. If you are not sure how to spell a name, enter in enough characters to make the search unambiguous to the computer (give it something to match).

Corporations may be searched by using CO, CORP, or INC.

Request: OWNER Sutter*Sylv

(There is no Owner with exactly that name. Here are some close to what you requested.)

1. Sutter,Sylvester T

Enter the number(s) of the owner you want [none]: 1

or

Request:OWNER Sutter*SYL*

*An asterisk after both the last and first names will bypass the spellcheck feature. The computer will find all owners who have SUTTER and SYL in the Owner field.

or

Request: OWNER Amfac Co

Primary Search Fields, (Con't)

LESSEE - This field is used to describe a person leasing a parcel of land.
It is utilized by using the same procedure as the OWNER search, for example:
Request: LESSEE LAST*FIRSTNAME
A spellcheck is also available for this field.

*
*
*
*
*
*
*
*

**Request: LESSEE Sutter*Syl
or
Request: LESSEE Sutter*Sylves*
or
Request: LESSEE Bishop Trust*
or
Request: LESSEE State of Hawaii**

*An asterisk after the Lastname and Firstname bypasses the spellcheck feature

LESSOR - This field is used to describe the person holding title to the FEE of a fee simple property or leasehold property.
It is utilized by using the same procedure as the OWNER search, for example:
Request: LESSOR Dough*John
A spellcheck is also available for this field.

*
*
*
*
*
*
*
*

**Request: LESSOR Dough*John
or
Request: LESSOR Bishop Estate**

VENDEE- When a property is purchased under an Agreement of Sale, the selling party is designated as the VENDOR, and the buyer as the VENDEE. Upon satisfaction of the Agreement of Sale, the Vendee then becomes the OWNER.
It is utilized by using the same procedure as the OWNER search, for example:
Request: VENDEE Sutter*Sylvester
A spellcheck is also available for this field.

*
*
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*
*
*

Request: VENDEE Sutter*Sylves

Primary Search Fields, (Con't)

VENDOR- This field is used to describe the selling party to an Agreement of Sale. When a property is purchased under an Agreement of Sale, the selling party is designated as the VENDOR, and the buyer the VENDEE. Upon satisfaction of the Agreement of Sale, the VENDOR will be known as the seller, and the VENDEE will be designated as the OWNER.

*
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*
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*
*
*

It is utilized by using the same procedure as the OWNER search, for example:

*
*
*

Request: VENDOR Deer*John

*
*

A spellcheck is also available for this field.

*

Request: VENDOR Deer*John

ADDRESSEE- Refers to the person or entity to whom the current tax bill is sent. This field is most often used, when an OWNER search fails to extract properties. At times, the owner is NOT the tax payer and vice versa.

*
*
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*
*
*
*

It is utilized by using the same procedure as the OWNER field. For example:

*
*
*

Request: ADDRESSEE Deer*John

*
*

A spellcheck is also available for this field.

*

Request: ADDRESSEE Deer*John

GRANTEE- Allows the user to search the entire "SALES HISTORY SECTION" for any individual who "may" have been notated at some point as an "owner" of property. This field searches the entire history vs. the owner of last conveyance information.

*
*
*
*
*

Request: GRANTEE Deer*John

Primary Search Fields, (Con't)

BOOK & PAGE - This field allows the user*
to search for properties recorded in the *
REGULAR Court System at the Bureau of *
Conveyances. You may specify to view *
an entire BOOK, and not a specific page *
simply by entering the following: *

Request: BOOK 19807 *

Prior to 1990, recordings were notated as *
Liber Book and Page. Therefore, it is *
possible to search by a specific book and *
page number. After 1990, the Regular Court *
system utilized the DOCUMENT or DOC *
notation. Land Court the second system of *
recordation is designated as LCD, or: *

Request: LCD 94-049879 *

Request: BOOK 19876
or

Request: BOOK 19876

Request: PAGE 365

DOCUMENT/DOC- This field allows the *
user to search for properties recorded after *
1990 in the Regular Court System, from the *
Bureau of Conveyances. *

Request: DOC 90-12461

EACH

By typing in the word EACH before the words - BOOK, PAGE, DOC, LCD, REsearch™ will search the "ENTIRE" sales history of a property, verses only the last recorded transaction. If the word EACH is not utilized, REsearch™, will only search the "LAST" recorded sales transaction.

Primary Search Fields, (Con't)

EACH BOOK & EACH PAGE - When utilizing the BOOK and PAGE feature, the computer will refer to the "last" recorded transaction. This field EACH BOOK and EACH PAGE is used to research recorded transactions **prior** to the last recorded transaction. The Book & Page field was used by the Regular Court System of Recordation until 1990. After 1990 DOCUMENT was used.

*
*
*
*
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*

Request: EACH BOOK 45678
or

Request: EACH PAGE 435

or

Request: EACH BOOK 45678

or

Request: EACH DOC 758403

EACH BOOK may be used alone, or with EACH PAGE. EACH PAGE however, cannot be used without a book number or EACH BOOK.

*
*
*
*

EACH DOCUMENT - This field is used to research recorded transactions AFTER 1990 in the Regular Court System of Recordation at the Bureau of Conveyances.

*
*
*
*

Request: EACH DOC 847586

EACH GRANTEE/GRANTEE - Refers to the BUYER in a sales transaction. The BUYER info is found in the SALES Section of the Full Report. This field allows the user to search for properties which were *presently* or *previously* owned by a specific owner.

*
*
*
*
*
*

Request: EACH GRANTEE Tom* Sam

A spellcheck is also available for this feature.*

Primary Search Fields, (Con't)

EACH LCD - (Each Land Court Document) *
allows the user to search for properties *
recorded in the Land Court System of *
Recordation at the Bureau of Conveyances. *

Request: EACH LCD 94-50697

By utilizing EACH LCD, the computer will *
search for all documents within the sales *
history, vs. searching only the last recorded *
sales transaction. *

LENDER, FIRST LENDER- Refers to *
the First Entity or First Person advancing *
funds for a first mortgage. *

Request: LENDER Aloha Bank

The Lender/Mortgage Info is attached *
to the sale of the property. Info on-line *
does not reflect Home Equity Lines or *
"open" ended loans (refinances, etc.) *

Lender/Mortgage Information is also only *
available for properties conveyed and *
mortgaged AFTER the year 1988. *

A spellcheck feature is also available for this *
field.

LCD (Land Court Document)- This field *
allows the user to search for sales trans- *
actions by Land Court Document Number *
from the Bureau of Conveyances. *

Request: LCD 1983043

Primary Search Fields, (Con't)

NEIGHBORHOOD /NBRHOOD - A *
neighborhood code is a 4 -digit code *
"grouping" a particular neighborhood of *
properties by similarities, census tract, size *
etc. *Contact MLS Hawaii for a list of *
all available codes within the state *
of Hawaii. The first two numbers in a neigh-*
borhood code will reflect the zone and *
section of where the property is located. *
* *
In a PUD or Condominium property, the *
first digits are will usually appear as: *
Nbrhood: PUD123 or C432 *
*Neighborhood codes are also duplicated *
on the outer islands, therefore, if searching *
by a Neighborhood Code, it is advisable *
that a the Division be requested first. *
*Currently there is no available list of *
Neighborhood Codes! *

Request: NBRHOOD 4564
or
Request: DIV 1
Request: NBRHOOD 4564
or
Request: NBRHOOD P123

SECOND LENDER - Refers to the second *
entity or person advancing funds for a *
second mortgage. *
* *
A spellcheck feature is also available for *
this field. *

Request: SECOND LENDER Aloha Bank

TAX COUNTRY - This field is used to *
find properties owned by a person or *
entities receiving their TAX BILL in a *
certain country. To utilize this field, do the *
following: *
* *
Request: TAX COUNTRY Japan *
* *
REsearch™ matches the tax countries, by *
referring to the Tax Address section of a *
full printout. *

Request: TAX COUNTRY USA
or
Request: TAX COUNTRY Japan

Primary Search Fields, (Con't)

TAX STATE - This field allows you to search for properties owned by a person or entities receiving their TAX BILL in a certain state. To utilize this field, utilize the two digit abbreviation for each state.

*
*
*
*
*
*
*
*
*

Request: TAX STATE CA

Request: TAX STATE HI

The only exception, is the State of Oregon. Because the word OR is a keyword in the system, Oregon's abbreviation must be encased in quotes, for example:

Request: TAX STATE "OR"

VERY LAST

Typing in the words VERY LAST before the words - BOOK, DOC, LCD, PAGE allows the user to search the *LAST* sale transaction on a property. When using the words VERY LAST, REsearch™ will search the "VERY LAST" sale, verses the last sale with a dollar amount.

VERY LAST BOOK -

*

Request: VERY LAST BOOK 19876

VERY LAST DOC -

*

Request: VERY LAST DOC 90-12461

VERY LAST LCD -

*

Request: VERY LAST LCD 1983043

VERY LAST PAGE -

*

Request: VERY LAST PAGE 365

*****Important - the proper syntax to enter search parameters is***

PRIMARY FIELD > SECONDARY FIELD > SHOW (PRINT OUTCOME)

Secondary Search Fields, (Con't)

AREA -

- 1st story * **Request: 1-2-3**
- 2nd story * **Request: AREA 1ST STORY 1200**
- Add story *
- Attic * **or**
- Basement *
- Half story * **Request: AREA 2ND STORY over 0**
- LLLA (Lower Level *
Living Area) *

The area selections named above, allows a user to search for specific square footage for the choices above. These fields appear in the Building Details section of the Full Printout.

ASSESSED VALUE - The TOTAL value of both land and bldg(s). * **Request: ASSESSED VALUE under 350,000**

* **or**

* **Request: ASSESSED VALUE over 1,000,000**

BATHROOMS / BATHS- Used to specify the total number of full bathrooms. * **Request: BATHS 2**

BEDROOMS / BEDS- Used to specify the total number of bedrooms. * **Request: BEDS 3 to 4**

BLDG AREA - The total square feet under the roof of an improvement. * **Request: BLDG AREA 2800 to 3200**

BLDG EXEMPTION - The amount of the building value that is exempt from taxes. * **Request: BLDG EXEMPTION over 40,000**

Secondary Search Fields, (Con't)

BLDG NUMBER - This field is used to designate "building numbers" if there are multiple buildings on a property.

* **Request: 1-2-6-47-37**
* **Request: BLDG NUMBER 2**
*

BLDG SHAPE - This field is used to search specified shapes of residential properties. The following choices are valid: Irregular, Rectangular, L, U.

* **Request: 3-5-8-7-3**
* **Request: BLDG SHAPE L**
*
*

BLDG TYPE - This field is used to search for properties with buildings of a specific type. For a list of available choices, refer to pages 85 to 112.

* **Request: 3-4-5**
* **Request: BLDG TYPE Wood House**
*
*

BLDG VALUE - The assessed value of a building or improvements on the land.

* **Request: BLDG VALUE *over* 430,000**
* **or**
* **Request: BLDG VALUE *under* 90,000**

BUILDINGS / BLDGS - Used to specify the total number of buildings on a property.

* **Request: BLDGS *over* 1**
*

CARD NUMBER, CARD - Designates which "card" of information is needed.

* **Request: 4-3-5-6-7**
* **Request: CARD 4**
*

There is a CARD for each structure on a given tax map key. For example if a property had 5 buildings, there would be 5 CARDS. This field is utilized to search for a particular structure by requesting the card number.

*
*
*
*
*

Secondary Search Fields, (Con't)

<p>CEILING - This field can be used to search* for a particular "type" of ceiling. * For a list of valid choices, refer to pages * 85 to 112.</p>	<p>Request: CEILING plaster board</p>
<p>CENSUS TRACT - This field allows the * user to search for properties within a specific* CENSUS TRACT. *</p>	<p>Request: CENSUS TRACT 20.3</p>
<p>COMPANY - This field allows the user to * INCLUDE or EXCLUDE properties owned * by "Companies" (any ownership name with * Co., Inc., Corp.). *</p>	<p>Request: 1-2-5-4-6 Request: COMPANY or Request: PROJECT Nauru Tower Request: no COMPANY</p>
<p>CONDOS - This field is used to either * INCLUDE or EXCLUDE properties * that have been condominiumized. The * computer searches for a CPR number, which * deems the property as a condominium. *</p>	<p>Request: 1-4-5-3-6 Request: CONDOS or Request: 1-4-5-3-6 Request: no CONDOS</p>
<p>CONDO COMMON PROPERTY * CONDO CLUBHOUSE * CONDO DAYCARE * CONDO HEALTHCLUB * CONDO LOUNGE * CONDO POOL * CONDO SAUNA * CONDO TENNIS *</p> <p>These fields are used to search for specific * common elements within a condominium * project. These fields may be used to include * or exclude common elements. *</p>	<p>Request: CONDO CLUBHOUSE or Request: CONDO DAYCARE or Request: no CONDO LOUNGE or Request: no CONDO TENNIS</p>

Secondary Search Fields, (Con't)

EACH

By typing in the word EACH before the words - EXCHANGE, FRACTIONAL, MULTIPLE, PORTION, SALE DATE, PRICE, INSTRUMENT. REsearch™ will search the "ENTIRE" sales history of a property, verses only the last recorded transaction. If the EACH is not utilized, will only search the "LAST" recorded sales transaction.

EACH EXCHANGE -	*	Request: EACH EXCHANGE
EACH FRACTIONAL	*	Request: EACH FRACTIONAL
EACH INSTRUMENT -	*	Request: EACH INSTRUMENT
EACH MULTIPLE -	*	Request: EACH MULTIPLE
EACH PORTION -	*	Request: EACH PORTION
EACH SALE DATE -	*	Request: EACH SALE DATE 1/90
EACH PRICE -	*	Request: EACH PRICE 150,000

EFFECTIVE YEAR BUILT -	*	Request: 1-2-4-3-5
This field reflects the year that major changes were made to a structure that changed taxation. For example, gross interior area was increased, or a building was demolished and a new structure was built etc. A structure is also taxed by the effective year built.	* * * * * * *	Request: EFFECTIVE YEAR BUILT 1989

EXCHANGE - Allows the user to search for properties conveyed by an exchange.	* * *	Request: 1-2 to 5 Request: EXCHANGE
---	-------------	--

Secondary Search Fields, (Con't)

EXTERIOR WALL - This field *
describes the materials used in the *
construction of the exterior walls. *
A list of valid choices are available *
on pages 85 to 112. *

Request: 3-5-6-7
Request: EXTERIOR WALL Stucco

FAMILY ROOMS - This field is *
utilized to specify the total number of*
family rooms. *

Request: STREET Portlock
Request: FAMILY ROOMS 1

FLOOR CONSTRUCTION - This *
field describes the materials used in *
the floor construction. *See the *
Building Detail Abbreviation Section*
pages 85 to 112 for valid choices. *

Request: 1-3-4-5
Request: FLOOR CONSTRUCTION
Wood

FLOORING - This field is used to *
describe the materials used in the *
flooring of a structure. *

Request: STREET Kina St
Request: FLOORING Carpet

FOUNDATION - Used to describe *
the foundation. *

Request: STREET Lono A
Request: FOUNDATION concrete

FRACTIONAL - This field is used *
to search for properties which were *
conveyed in fractional or partial *
interests. *

Request: 1-4-6-7-8
Request: FRACTIONAL

A list of Building Detail Abbreviations and Valid Choices are located in the "Building Details Section" on pages 85 to 112.

Secondary Search Fields, (Con't)

FRAMING - Used to describe the framing. *
* **Request: STREET Kahala**
Request: FRAMING steel

GOVERNMENT /GOVT - This field allows the user to INCLUDE or EXCLUDE properties owned by the government, namely State or City and County owned parcels. *
* **Request: 4-3-2-5**
* **Request: GOVT**
* **or**
* **Request: 4-3-2-5**
* **Request: no GOVT**

HALF BATHS - Used to search total number of HALF baths. *
* **Request: PROJECT One Waterfront**
Request: HALF BATHS 1

INSTRUMENT - Is defined as the means in which a property was conveyed, or the "type" of transaction recorded. There are four main types: *
* **Request: 1-2-4**
* **Request: INSTRUMENT Deed**
* **or**
DEED Fee simple *
L Leasehold * **Request: 1-2-6**
AL Assignment of Lease * **Request: no INSTRUMENT Convd**
AS Agreement of Sale *
* **or**
For a list of valid choices *
Page 88. * **Request: 1-5-4**
* **Request: INSTRUMENT AS**

LAND AREA - Refers to the land size of a property either in square footage or in acreage. TMK will automatically search by square footage, unless ACRE or ACRES is specified. *
* **Request: 1-9**
* **Request: LAND AREA 1 Acre to 2 Acres**
* **or**
* **Request: 3-2-1**
* **Request: LAND AREA under 5 Acres**
* **or**
* **Request: LAND AREA over 5000**

Secondary Search Fields, (Con't)

LAND EXEMPTION - Reflects the amount of land value that is exempt from taxes. *

Request: 1-4-5
Request: LAND EXEMPTION *over 0*

LAND USE/USE - The numeric USE code, used to define the current land use of the property. The first digit is referred to as the general summary code. There are 10 major classifications. Land use codes are only available for properties which are located on Oahu. A complete list is available on pages 90-94. *

Request: DIV 1
Request: LAND USE 311

or

Request: DIV 2
Request: LAND USE 11 to 19

or
Request: LAND USE 250

LAND VALUE - Reflects the assessed value of the land. *

Request: LAND VALUE *over 65,000*

LIVING UNITS - Refers to the number of living units within a commercial taxkey. This field may be used to search for apartment buildings of a particular size. This field is not applicable to condos. *

Request: LIVING UNITS *over 10*

or

Request: LIVING UNITS *under 5*

LOAN / FIRST LOAN - Refers to the amount of the first mortgage on a property. *Loan information is only available for loans originated after 1988. Loan type, Lender, and Loan Amount information only appears in the SHOW LOANS format, or *

Request: LOAN *over 100,000*

or

Request: LOAN *under 250,000*

Request: SHOW LOANS *

Secondary Search Fields, (Con't)

LOAN DATE/ FIRST LOAN DATE - Refers to the date of the mortgage. *The loan date is searchable on mortgages that originated from 1997 . *Before 1997 you must search by "Sale Date"!

Request: LOAN DATE since 1/96

or

Request: LOAN DATE 11/95 to 5/96

LOAN DOC DATE - Refers to the date of the

Request: LOAN DOC 90-12461

MULTIPLE - This field is used for a transaction in which more than one parcel is involved in the total sale. **The recorded sale price is the ENTIRE transaction, and includes all parcels involved in the sale.

Request: 1-3-9-5

Request: MULTIPLE

MULTIPLE allows the user to search for properties which were "part" of a multiple conveyance.

OCCUPANCY - Reflects how the building is occupied. The five types of occupancy are:

- SINGLE FAMILY
- TWO FAMILY
- MULTI-FAMILY
- HPR
- OHANA

Request: 1-4-4 to 6

Request: OCCUPANCY Ohana

OWNER OCCUPIED - This field is used to designate whether a property is owner occupied, or owned by an investor. This field is computed on property tax exemptions claimed.

Request: 1-2-6

Request: OWNER OCCUPIED

or

Request: PROJECT Marco Polo

Request: no OWNER OCCUPIED

Secondary Search Fields, (Con't)

OWNS - The field OWNS - allows the user to search for owners who own more than ONE property in the State. ****Note:** This field relies on the consistency of Owner names as entered into the public records. There is a small margin of error, as owners names are not always entered consistently.

Request: DIV 2
Request: OWNS *at least 2*

or

Request: 1-2-6
Request: OWNS *over 1*

PERMIT DATE - The field, PERMIT DATE, gives the date the building permit was taken out. To search, simply type "PERMIT DATE" followed by your desired date.

Request: PERMIT DATE *since 6/95*

or

Request: PERMIT DATE *before 1990*

PERMIT# - PERMIT# allows the user to search for properties by Building permit numbers. *PERMIT# *over 0*: finds all properties with a permit.

Request: PERMIT# 229260
or
Request: PERMIT# 186004, 146066
or
Request: PERMIT# *over 0*

PERMIT STATUS - PERMIT STATUS allows the user to search properties with permits with a certain status. Valid choices are, CP (Completed), EX (Expired) and NK (Not Known).

Request: PERMIT STATUS CP

or

Request: no PERMIT STATUS EX

Secondary Search Fields, (Con't)

PHYSICAL CONDITION - * **Request: PHYSICAL CONDITION AV**
Describes the condition of the *
structure on the property. *

PITT - The PITT code is a tax * **Request: DIV 1**
classification method based on the * **Request: PITT 200**
zoning, actual use and potential use *
of the property. For a complete * **or**
list of PITT codes, type in *
HELP PITT * **Request: DIV 2**
or refer to page 90. * **Request: PITT 100, 900**

PORTION - Refers to property * **Request: 1-1-6-19**
conveyed in PORTIONS verses * **Request: PORTION**
as a whole. *

PRICE - The amount of the most * **Request: 1-5-7**
RECENT sale price. The computer * **Request: PRICE over 100,000**
uses the conveyance taxes paid to * **or**
calculate the price of the property. * **Request: PRICE under 350,000**

PROPERTY TYPE / TYPE - * **Request: 1-2-6**
Refers to the type of CARD the tax * **Request: TYPE R**
office uses when assessing a property. * **or**
Valid selections are: TYPE R for * **Request: PROJECT Century Center**
type Residential or TYPE C for * **Request: TYPE C**
commercial properties. *

REC ROOMS AREA - Refers to * **Request: REC ROOM AREA over 100**
the area of a recreation room. *

Secondary Search Fields, (Con't)

REC ROOM DIM ONE & *
REC ROOM DIM TWO - Refers *
to the number of "Rec Rooms" in *
a dwelling. *The definition of a rec *
room, is defined at each assessors' *
own discretion. Rec Room is *
sometimes assumed to be any room *
besides the kitchen, bath, bedrooms - *
otherwise known as: family rooms, *
living rooms, dens, TV rooms, etc. *

Request: 1-3-5
Request: REC ROOMS 2

or

Request: 1-4-5-6
Request: REC ROOMS *over* 1

ROOF DESIGN - Refers to the *
TYPE of roof a structure has. *
Valid choices are: *

- FLAT *
- GABLE *
- GAMBREL *
- HIP *
- SHED *
- OTHER *

Request: STREET Portlock L
Request: ROOF MATERIAL flat

ROOF MATERIAL - Refers to the *
materials used to construct the roof. *
Valid choices are: *

- BUILT-UP *
- COMPOSITION *
- CONC TILE *
- CORR IRON *
- GLAZED TILE *
- METAL *
- SHAKES *
- SHINGLE *
- OTHER *

Request: 1-2-4-6
Request: ROOF MATERIAL Metal

Secondary Search Fields, (Con't)

ROOF STRUCTURE - This field *
allows the user to search for *
residential buildings with roofs *
composed of specific materials. *
Valid choices are: *
 CONCRETE *
 STEEL *
 WOOD *
 OTHER *

Request: STREET Lime S*
Request: ROOF STRUCTURE Steel

SALE DATE - Refers to date of the *
LAST sales transaction for a given *
property. The field SOLD SINCE *
is synonomous with SALE DATE *
and may also be used. Using the *
keyword "TO" will enable the user *
to specify a date "range". *

Request: 1-2-6
Request: SALE DATE 1/90
or
Request: 1-2-6
Request: SOLD since 1/90

SECOND LOAN - Reflects the *
second mortgage loan amount on *
a given taxkey. This feature only *
appears in the LOANS format, or *
 SHOW LOANS *

Request: 1-2-4
Request: SECOND LOAN over 25000

STORIES - Refers to the number of *
"levels" in a building. This field does *
not apply to condominiums. *

Request: 1-2-4
Request: TYPE C (commercial)
Request: STORIES over 4

STREET DIRECTION / ST DIR - *
This field may be used in conjunction *
with the STREET (name) search and *
the STREET NUMBER search. *

Request: STREET KING S*
Request: STREET NUMBER 1451
Request: STREET DIR N

This field is used to find directions, *
such as: N (North), S (South), *
E (East), and W(West). *

Secondary Search Fields, (Con't)

STREET NUMBER / ST NUMBER* Refers to the property address number. * This field may be used in conjunction* with the STREET (name) and ST * DIRECTION fields. *	Request: STREET KING S Request: ST NUMBER 1451 or Request: ST #1451
STYLE - Refers to the style of the * structure. Valid choices are: * CONTEMPORARY * RANCH * NON-DWELLING * OTHER *	Request: STYLE Ranch
TAX CITY - Refers to the CITY * the tax bill is being sent to. * *This field is mainly used to target * owners in a particular city. *	Request: TAX CITY Las Vegas or Request: TAX CITY Honolulu
TAX STREET ADDRESS - * Refers to the street name and street * number to which the tax bill is * addressed. * *See STREET & STREET * NUMBER for a property address * search! *	Request: TAX STREET ADDRESS 12 South S*
TAX ZIP - Refers to the zipcode * on the tax bill address. This field * may be used to target specific areas * within the boundaries of a specific * zipcode. *	Request: TAX ZIP 96818 or Request: no TAX ZIP 96734
TAXES - This field reflects the semi * annual taxes paid on a specific parcel * or CPR. *	Request: 2-3-4-6 Request: TAXES <i>under 1000</i>

Secondary Search Fields, (Con't)

TCT# - The field, TCT, refers *
to the Transfer of Certificate of *
Title. Transfer Certificate of Title *
is the verifying transfer of title from *
on one owner to another. *
*
Research™ has TCT numbers *
for all sales transactions from *
10/20/95 *

Request: TCT# 465653

TENURE - Is used to describe the *
status of real estate ownership. *
A list of valid tenure codes is *
available on page 87. *

**Request: TENURE F
or
Request: TENURE L**

TOTAL BLDG AREA - The SUM *
of all living areas. *

**Request: 1-2-4
Request: TOTAL BLDG AREA 2500**

TOTAL BLDG VALUE - The *
SUM of the total building values for *
a property. *

**Request: 1-4-6
Request: TOTAL BLDG VALUE over 100,000**

TOTAL EXEMPTION - Refers *
to the SUM of the building and land *
exemptions claimed on a specific *
parcel. *

**Request: 1-6-2-6
Request: TOTAL EXEMPTION over 150,000**

TOTAL FIXTURES - The sum of *
all standard and additional fixtures. *

**Request: 1-2-4-5
Request: TOTAL FIXTURES over 3**

TOTAL ROOMS / ROOMS - The *
sum of all rooms in a structure. *

Request: TOTAL ROOMS over 4

UNITS - Number of units in a *
commercial taxkey. *

**Request: 1-2-5-6-7
Request: UNITS over 4**

Secondary Search Fields, (Con't)

VACANT LAND - This field *
is used to INCLUDE or EXCLUDE *
properties WITH or WITHOUT *
improvements. *

Request: 2-4-6
Request: VACANT LAND
or
Request: no VACANT LAND

VERY LAST

Typing in the words VERY LAST before the words - EXCHANGE, FRACTIONAL, INSTRUMENT, MULTIPLE, PORTION, PRICE, SALE DATE allows the user to search the *LAST* sale transaction on a property. When using the words VERY LAST, REsearch™ will search the “VERY LAST” sale, verses the last sale with a dollar amount. For example: if a property’s last sale is a \$0 conveyance, “VERY LAST PRICE under \$100,000” would find that property. Whereas if the user simply requested “PRICE under \$100,000”, REsearch™ would skip back past the \$0 conveyance to the prior sale.

VERY LAST EXCHANGE - * **Request: VERY LAST EXCHANGE**
VERY LAST FRACTIONAL - * **Request: VERY LAST FRACTIONAL**
VERY LAST INSTRUMENT - * **Request: VERY LAST INSTRUMENT**
VERY LAST MULTIPLE - * **Request: VERY LAST MULTIPLE**
VERY LAST PORTION - * **Request: VERY LAST PORTION**
VERY LAST PRICE - * **Request: VERY LAST PRICE 150,000**
VERY LAST SALE DATE - * **Request: VERY LAST SALE DATE 1/90**

VIEW - This field is used to describe*
the view from a condominium only. *
Valid choices are: *

OCEAN *

MOUNTAIN *

BOTH *

OTHER *

NONE *

YEAR BUILT - Reflects the year *
that the first improvement or oldest *
structure was constructed. *

Secondary Search Fields, (Con't)

ZONING - This field is used to *
qualify properties by the zoning and *
the allowed specific uses. Zoning *
codes were last updated in 1986 *
and are ONLY available for *
properties on OAHU & HAWAII. *

Request: 1-9-8
Request: ZONING R-10

For a list of ZONING Codes for Oahu
and Hawaii Island, see pages 95 to 97.

Fields & New Sale Fields

LAST - refers to the last sales transaction *with a dollar amount* that has occurred on the property. Use **LAST** when creating a Competitive Market Analysis.

(LAST fields Include: BOOK, DOC, EXCHANGE, FRACTIONAL, INSTRUMENT, LCD, MULTIPLE, PAGE, PORTION, PRICE, SALE DATE.)

VERY LAST - refers to the last sales transaction that has occurred on the property whether it has a dollar amount or a \$0 conveyance. The **VERY LAST** fields should be used when you are searching for \$0 conveyances.

(VERY LAST fields Include: VERY LAST BOOK, VERY LAST DOC, VERY LAST EXCHANGE, VERY LAST FRACTIONAL, VERY LAST INSTRUMENT, VERY LAST LCD, VERY LAST MULTIPLE, VERY LAST PAGE, VERY LAST PORTION, VERY LAST PRICE, VERY LAST SALE DATE.)

EACH - refers to each transaction that has occurred on the property, (*the sales history*).

(EACH SALE fields Include: EACH BOOK, EACH DOC, EACH EXCHANGE, EACH FRACTIONAL, EACH INSTRUMENT, EACH LCD, EACH MULTIPLE, EACH PAGE, EACH PORTION, EACH PRICE, EACH SALE DATE.)

New Sale Fields, (Con't)

Below is a printout of the sales history of one property.

- * If the user were to do a search using “**VERY LAST**” followed by a sale field, REsearch™ would only look at the *very last sale* listed below with the \$0 conveyance.
- * A search using *ONLY* the sales field or “**LAST**” with a sales field will tell REsearch™ to look at the second to the last sale of \$194,000, (or the last sale with a dollar amount).
- * A search using “**EACH**” followed by a sales field will tell REsearch™ to look through the entire sales history.

Example

```
===== Copyright 01/25/96 13:54 by MLS Hawaii, Inc. =====
                T M K   D A T A
1-9-8-039-009-0014   Addr:98-99 UAO PL, Apt 504
  Owner: MORIKI,STEPHEN K TRUST /ETAL

--- Sales ---
09/23/86 AL                $76,000                ← Each Sale

02/02/87 AL                $76,000   B/P 20329/179   ← Each Sale

        HOLMAN,JEANNIE S
01/26/89 AL                $95,000   B/P 22802/61   ← Each Sale

        WILLIAMS KIMIKO
12/16/91 CONVD            $32,400   Doc 91-172203   ← Each Sale

        WILLIAMS KIMIKO
05/27/94 DEED             $194,000   Doc 94-090144   ← Last Sale & Each Sale

        MORIKI STEPHEN K/SANDRA K
07/28/94 TRANSD                $0   Doc 94-125663   ← Very Last Sale & Each Sale
        MORIKI STEPHEN K REVOC TR
        MORIKI SANDRA K REVOC TR
```

SPECIAL FUNCTIONS

Count

To COUNT the number of properties matching your request, simply type “COUNT” at the “Show:” Prompt.

Request a feature: **2-3-9**
Request a feature: **CONDOS**
Request a feature: **CONDO POOL**
CONDO POOL: **Y**
Request a feature: **SOLD SINCE 1/94**
Request a feature:

Show : **COUNT**

[Find], Recap, Modify, Clear, Save, Help, Quit: <Return>

Counting...

Total of 532 condo properties found

Labels Download

To activate the download format for labels, simply type “DATABASE LABELS” at the “Show” prompt. Typing **DATABASE LABELS** separates the owners first and last name.

Example

Request: **PROJECT MARCO POLO**
Request: <Return>
Show: **DATABASE LABELS, TAXKEY**
[Find], Recap, Modify, Clear, Save, Help, Quit: <Return>

```
"First name","Name","Address","City & state","LABEL ZIP","Country","Taxkey"  
"Larry","Newhall","2333 Kapiolani Blvd 1","Honolulu, HI","96826","","1-2-7-004-001-0001"  
"Thomas","Schmidt","2333 Kapiolani Blvd 2","Honolulu, HI","96826","","1-2-7-004-001-0002"  
"Clarence","Lee","1221 Victoria Street 704","Honolulu, HI","96814","","1-2-7-004-001-0003"  
"Clifton","Chun","2964 Ala Punene Place","Honolulu, HI","96818","","1-2-7-004-001-0004"  
"Thomas","KY","1738 A. 10th Avenue","Honolulu, HI","96816","","1-2-7-004-001-0005"
```

Calculating Price per Square Ft and/or Acres

Price Per Square Foot

To calculate price per Square Foot, simply type at the “Show:” prompt “**PRICE/LAND AREA**”.

Example

Request: **3-4-5**

Request: **LAND AREA OVER 10 ACRES**

Request: **VACANT LAND**

Request: **LAST PRICE OVER 0**

Request: <Return>

Show [CUSTOM]: **TAXKEY,PRICE,LAND AREA,PRICE/LAND AREA** (Price per Sq.Ft.)

[Find], Recap, Modify, Clear, Save, Help, Quit: <Return>

Taxkey	Last price	TMK Land area	PRICE/L
3-4-5-001-001-0000	\$20,000,000	310.49 acres	\$1.479
3-4-5-001-002-0000	\$2,700,000	350.91 acres	\$0.177
3-4-5-001-016-0000	\$20,000,000	31.51 acres	\$14.570
3-4-5-002-012-0000	\$20,000,000	11.76 acres	\$39.042
3-4-5-003-006-0000	\$166,100	13.00 acres	\$0.293

Price Per Acre

To calculate price per acre, simply type at the “Show:” prompt “**PRICE/LAND AREA*43560**”.

Example

Show : **TAXKEY,PRICE,LAND AREA,PRICE/LAND AREA*43560** (Price per Acre)

[Find], Recap, Modify, Clear, Save, Help, Quit: <Return>

Taxkey	Last price	TMK Land area	PRICE/ACRE
3-4-5-001-001-0000	\$20,000,000	310.49 acres	\$64,414.520
3-4-5-001-002-0000	\$2,700,000	350.91 acres	\$7,694.280
3-4-5-001-016-0000	\$20,000,000	31.51 acres	\$634,658.842
3-4-5-002-012-0000	\$20,000,000	11.76 acres	\$1,700,682.264
3-4-5-003-006-0000	\$166,100	13.00 acres	\$12,776.923

Sum up a numeric field

To sum up a series of numeric fields without having to manually calculate each unit, do the following:

Example:

Request: OWNER STALLONE*SYLVESTER*
Show: **SUM**(assessed value) or any field that is numeric

KEYWORDS AND SYMBOLS

TO - Enables the user to create a range within request parameters. *
*
* **Request: 1-2 to 4**
or
Request: PRICE 50,000 to 85,000

OR - *Or means AND* in REsearch. *
"OR" enables the user to do multiple *
ranges within request parameters. *
Using this field, will allow the *
computer to include two or more *
values. *

Request: PITT 100 or 200
or
Request: BEDS 3 or 4
*

GREATER THAN *
MORE THAN *
OVER *
GREATER THAN *
EQUAL TO *
AT LEAST *
NOT LESS THAN *
NOT UNDER *
These keywords enable the user to *
search for information over or equal *
to a specific value or number. *

Request: PRICE over 150,000
or
Request: BLDG VALUE at least 80,000

LESS THAN *
LESS THAN OR EQUAL TO *
UNDER *
NOT MORE THAN *
NOT OVER *
These keywords enable the user to *
search for information under or *
equal to a specific value or number. *

Request: PRICE under 500,000
or
Request: CONDO FLOOR under 7

NO - This keyword enables the user *
the EXCLUDE specific fields from *
a search. *
*
* **Request: no condos**
or
* **Request: no govt**
or
* **Request: no owner occupied**
* **Request: no owner vacant land**

Keywords and Symbols, (Con't)

DROP - This keyword enables the user to remove a field from his search requests. To remove a field from your search, simply type "**drop**" before the field.

* **Request: drop condos**
* **or**
* **Request: drop sale date**
*
*

QUIT, PAU - Type at the main menu to leave REsearch™, or at any other prompt to return to the to the main menu.

* **Request: QUIT**
* **or**
* **Request: PAU**

BYE - Type at *any* prompt to leave REsearch™ immediately!

* **Request: BYE**
* **or**
* **Show: BYE**

(,) The comma - REsearch™ uses the COMMA to make multiple entries on one line. The COMMA is used to "break" a sequence of numbers, or make multiple requests using different search parameters. For example:

Request: 1-2-4-3-5, 4-3-6-4-4, 2-1-3-4-2-3, 1-3-4-5-2-42. 1-2-6-4-5, ←
More: 2-1-3-4-5, 1-3-2-4-5, 4-1-2-3-3

*By ENDING the line with a comma, the computer will prompt the user for "MORE" meaning - Enter more of the like-kind. The comma is ideal when entering a string of taxmap key numbers, not in consecutive order.

(*) The Asterisk - The asterisk is used as a wildcard. This wildcard is used to substitute letters or numbers.

* **Request: OWNER Chun*George**
* **or**
* **Request: STREET NUMBER 45*4**
* **or**
* **Request: APT *1, *3, *5, *7, *9**
* (This example searches for condo unit numbers that end with an ODD number)

Keywords and Symbols, (Con't)

(?) The Question Mark - * **Request: OWNER Sm?th*John**
This wildcard is used to substitute * **or**
ONE letter or ONE digit vs. the * **Request: STREET L?me**
asterisk which substitutes more than * **or**
one letter or digit. * **Request: APT 14?9**

(&) The “AND” Sign - * **Show: &LAND AREA,PITT**
Type at the “Show:” prompt to *
to modify your current format. *
The “&” sign allows the user to *
add additional fields to their *
custom format. *

(^) The “Up Carrot” Sign - * **Show: ^ZONING**
Type at the “Show:” prompt to *
modify your current format. The “^” *
sign allows the user to *Omit* fields *
from your current format. *

(@) The “AT” Sign - * **Request a Feature:**
Type at any prompt to “Jump” * **Show: @**
back to the previous prompt. * **Request a Feature:**
You are also able to jump forward * **or**
by typing the “@” sign followed * **Request a Feature: @CMA**
by “Request”, “Show” or “Find”. * **Taxkey or MLS# of Subject Property:**

THE PROJECT Database

The TMK Database vs. the PROJECT Database

TMK is actually comprised of **two** different programs: TMK and PROJECT. Upon logging into the system, a menu will appear. The user selects the service he/she wishes to utilize. To get into the **PROJECT** or Condominium Master files, do the following:

Example

Welcome to REsearch™!

What do you want to do?

```
TMK      Search TMK public record data (MLS data included)
Project  Search the Condominium Project database
Mail     Send and Receive electronic mail
Help
Quit
```

On this, and other questions with options, you can enter just enough letters to make your choice clear. Just press RETURN by itself to search TMK.

What do you want to do? [TMK]: **PROJECT** <Type in Project and Press Enter>

Various attributes of condominium projects that may be searched have been noted in the preceding pages. However, these searches have dealt with individual units, not with the project as a whole. **PROJECT** allows focus on the *entire project*.

PROJECT is used when detailed information on ENTIRE condominium project is needed (Condo Master). In Project, the user can extract information on entire projects, such as: common areas, owner occupancy percentage, number of floors and much more. ****While in the PROJECT DATABASE, it is NOT possible to retrieve information for individual units. Individual unit information is extracted through the TMK database.**

REsearch™ Illustration

TMK

(Majority of searches!)

- *Manual Comparables
- *CMA Function
- *Primary & Secondary Fields
- *Vacant Land Searches
- *Commercial Searches
- *Investor Searches

PROJECT

(Condo Master info. only!)

- *Number of Units
- *Owner occupancy percentage
- *Types of units (studio, 1BR
2 BR, etc.) breakdown
- *Tenure
- *Common Areas/Amenities

*Farming

.....and Much More!

.....and Much More!

Project Database, Continued

Special Formats Available only for the PROJECT database

SHORT

SHORT is the standard default format when you begin searching. This format includes number of units, number of floors, types of units (studio, 1 BR, 2 BR, etc.), condo type/style, percent owner occupied, tenure and much more.

Example:

Project: MAUI VISTA
Request: SHOW SHORT
Request:
[Find ALL], Recap, Modify, Clear, Save, Help, Quit:

Project: MAUI VISTA
Address: 2191 S KIHEI RD
Taxkey: 2-3-9- 18- 3 Type: RESIDENTIAL CONDO Style: SINGLE FAMILY
Floors: 4 Units: 280 Bedrooms: 1 to 2 Exterior: Other
Ocean View units: 0 Zoning: Roof: Concrete tile
Owner occupied: 6% PITT: 200 Oceanfront: Tenure: F
Common: Pool, Tennis
Lessor:
Unit Summary: Studio 1bd 2bd/1bth 2bd/2bth 3bd/1bth 3bd/2bth Other
0 209 71 0 0 0

Project Database, Continued

FULL **FULL** is the most complete format. It includes all available information on the condominium building(s). **FULL** gives information on each type of unit by square footage and also includes general information that appears in the **SHORT** format.

Example:

Project:[MAUI VISTA]
 Request: SHOW FULL
 Request:
 [Find ALL], Recap, Modify, Clear, Save, Help, Quit:

Project: MAUI VISTA
 Address: 2191 S KIHEI RD
 Taxkey: 2-3-9- 18- 3 Type: RESIDENTIAL CONDO Style: SINGLE FAMILY
 Floors: 4 Units: 280 Bedrooms: 1 to 2 Exterior: Other
 Ocean View units: 0 Zoning: Roof: Concrete tile
 Owner occupied: 6% PITT: 200 Oceanfront: Tenure: F
 Common: Pool, Tennis

Lessor:
 Unit Summary: Studio 1bd 2bd/1bth 2bd/2bth 3bd/1bth 3bd/2bth Other
 0 209 71 0 0 0 0

Low Apt#	High Apt#	Units	Sq ft	Beds	Bths	1/2	Avg Lease	Avg Deed
1101	3322	27	605	1	1	0	\$0	\$95,104
1102	3321	167	588	1	1	0	\$0	\$94,577
1114	2106	2	615	1	1	0	\$0	\$92,500
1219	1319	2	631	1	1	0	\$0	\$160,500
2113	3314	5	603	1	1	0	\$0	\$81,333
3110	3110	1	584	1	1	0	\$0	\$133,000
3118	3318	5	616	1	1	0	\$0	\$73,975
1401	3422	9	845	2	1	1	\$0	\$99,255
1402	3421	57	822	2	1	1	\$0	\$131,625
1419	1419	1	875	2	1	1	\$0	\$100,000
2413	3414	2	842	2	1	1	\$0	\$111,000
3409	3418	2	855	2	1	1	\$0	\$136,250

Project Database, Continued

CUSTOM **CUSTOM** allows the user to print only what you need.

Example:

Project:[MAUI VISTA]
Request: SHOW CUSTOM

Show : TAXKEY,NAME,OWNER OCCUPIED,STREET NUMBER,STREET

Request:

[Find ALL], Recap, Modify, Clear, Save, Help, Quit:

Taxkey:2-3-9-18-3 PROJECT NAME:MAUI VISTA
PROJECT PERCENT OWNER OCCUPIED: 6 PROJECT STREET NUMBER:2191
PROJECT STREET:KIHEI RD

Project Database, Continued

SEARCHABLE FIELDS (Limited only to this PROJECT database)

The Project Database uses special fields that are also used in the TMK database. So as not to confuse you, here is a list of available searchable fields that you should use in this database. Should you try to use a field that is not on the list, the computer will flag you with an error message, stating that this is an *invalid field*.

PRIMARY FIELDS - USED MOST OFTEN

PROJECT- This is the default prompt when first entering the database. Simply enter the name of the condo. A spellcheck will be initiated if the computer hasn't found an exact match.

*
*
*
*
*

Project: Nauru Tower <Enter the condo name>

TAXKEY - The same theory for entering tax map key numbers in the TMK database. Enter the DIV-ZONE-SEC-PLAT-PAR partial taxkeys for a larger plat, or section or zone area.

*
*
*
*
*
*

**Project: <by pass this prompt, by hitting return
Request: 1-2-6 <Example: for condo's in
Waikiki>**

**or
Request: 1-4-5-98 to 120**

STREET - To find condo's on a specific street. Type in the Street name. A spellcheck will be initiated if the computer has not found an exact match (as in the TMK database).

*
*
*
*

Request: STREET Kapiolani

STREET NUMBER - A street name may be used with a specific street number to qualify a building at a specific address. *Note: The addresses that appear at the front of a building may NOT be the legal address notated in the tax records. We suggest a better alternative is to use a tax map key number of a specific building if the street name and street number search does not locate the property.

*
*
*
*
*
*
*
*
*

**Request: STREET Lime S
Request: STREET NUMBER 2015**

Project Database, Continued

LESSOR- This field allows the user to search for condo's with a specific LESSOR. The LESSOR is used to describe the person(s) or entity holding the title to the FEE of a condominium.

*
*
*
*
*

Request: LESSOR Hawaii Housing Authority

*NOTE: The Lessor's name will not show up if the building is fee simple or if the building has a dual tenure (both fee simple and leasehold units - often found in recent fee conversion properties)

*
*
*
*
*

OWNER OCCUPIED - Percentage. Allows the user to search for condo projects by the owner occupancy percentage. At times, it may be necessary to find buildings with a certain percentage.

*
*
*
*
*

Request: Owner Occupied over 50
***Translated as 50% Owner Occupancy percentage**
or
Request: Owner occupied under 20

PITT - Code Search. Allows the user to search for condo projects via the tax classification, based on the zoning, actual use and potential use of a property. The only available PITT codes to use in this database are:

*
*
*
*
*

Request: PITT 200
or
Request: PITT 300
or
Request: PITT 700

PITT 200 - Residential Condo
PITT 300 - Commercial Condo
PITT 700 - Resort Condo

OCEANFRONT - This field, allows the the user to search for condo's located on oceanfront properties. You may also exclude oceanfront condo's.

*
*
*
*

Request: OCEANFRONT <CR>
OCEANFRONT: Y <ENTER Y for yes>
or
Request: NO OCEANFRONT

Project Database, continued

MORE FIELDS (SECONDARY uses)

CLUBHOUSE - This field is used to search *
for condo projects with a clubhouse. *

Request: CLUBHOUSE <CR>
CLUBHOUSE: Y <Enter Y for yes>

DAYCARE - This field is used to search *
for condo project with daycare facilities. *

Request: DAYCARE <CR>
DAYCARE: Y <Enter Y for yes>

FLOORS - This field allows the user to *
specify a project by the number of floors *
in the project. *

Request: FLOORS over 2
or
Request: FLOORS over 20
or
Request: FLOORS under 10

HEALTH CLUB - This field is used to *
search for condo projects with health club *
facilities. *

Request: HEALTHCLUB <CR>
HEALTHCLUB: Y <Enter Y for yes>

LOUNGE - This field is used to search *
to search for condo projects with a lounge. *

Request: LOUNGE <CR>
LOUNGE: Y <Enter Y for yes>

BEDS - Allows the user to search for *
condo projects that have a minimum *
and maximum “makeup” of bedroom *
units. *

Request: BEDS <CR>
Minimum: <enter a minimum number>
Maximum: <enter a maximum number>
or
Request: BEDS <cr>
Minimum: 2
Maximum: 3

Project Database, continued

POOL - This field is used to search
for condo projects with a pool. *
*

Request: POOL <CR>
POOL: Y <Enter Y for yes>

ROOF, ROOF MATERIAL - *
Allows the user to search for improved *
roofs, composed of specific materials. *

Request: ROOF shakes

Valid choices are:

Built-up	-	Built up
Composition	-	Composition
Conc. Tile	-	Concrete Tile
Corr. Iron	-	Corrugated Iron
Glazed Tile	-	Glazed Tile
Metal	-	Metal
Shakes	-	Shakes
Shingle	-	Shingle
Other	-	Other

SAUNA - This field is used to search *
for condo projects with a sauna. *

Request: SAUNA <CR>
SAUNA: Y <Enter Y for yes>

STYLE - This field allows the user to *
search for condominiums that are made *
with a certain style. The available styles *
are: LOWRISE *
HIGHRISE *
TOWNHOUSE *
SINGLE FAMILY *
DUPLEX *

Request: STYLE Townhouse

TENNIS - This field allows the user to *
search for condo projects with tennis *
court facilities. *

Request: TENNIS <CR>
TENNIS: Y <Enter Y for yes>

Project Database, continued

ZONING - This field allows the user to search for condo projects (parcel numbers) zoned for specific uses. Zoning codes are available on pages (insert), and are only available for properties on Oahu and the Big Island.

Request: ZONING A-1

*To get back to the main menu to get out of the PROJECT database...
simply type in QUIT at any prompt.*

Example:

Request: QUIT (To return to the main menu)

Welcome to REsearch!

What do you want to do?

TMK Search TMK public record data (MLS data included)
Project Search the Condominium Master File
Mail Send and Receive electronic mail
Help
Quit

On this, and other questions with options, you can enter just enough letters to make your choice clear.
Just press RETURN by itself to search MLS.

What do you want to do? [MLS]:

CODES Section

Use this section to reference the following:

MORTGAGE FIELDS: <i>Definition of Mortgage Types</i>	<i>Page 87</i>
TENURE CODES: <i>Tenure Values, F = Fee, L = Leasehold, etc.</i>	<i>Page 88</i>
INSTRUMENT CODES: <i>Instrument types which describes the conveyance transaction recorded at the Bureau of Conveyances.</i>	<i>Page 89</i>
PITT CODES: <i>Reflects the use of the property. A taxation code which determines the multiplication rate which yearly taxes are calculated.</i>	<i>Page 90</i>
LAND USE CODES: <i>Available only for properties on Oahu. Further describes the actual use (allowable use) of a property.</i>	<i>Page 91-95</i>
ZONING CODES: <i>Available only for properties on Oahu and the Big Island.</i>	<i>Page 96-98</i>
BUILDING DETAIL ABBREVIATIONS: <i>Descriptions of the various codes and acronyms used by the building department, signifying various physical building attributes.</i>	<i>Page 99-113</i>

MORTGAGE CODES

These are the mortgage types recorded at the Bureau of Conveyances.

LOAN refers to the amount of the first mortgage; SECOND LOAN refers to the amount of the second mortgage at the time of the last sale.

A “+” (plus) sign after the name of the mortgagee indicates there are more than two loans on the property.

CO	Conventional
CB	Conventional Blanket (involving more than one property)
FH	FHA Loan
VA	VA- Veteran’s Administration loan
HU	Hula Mae
PM	Purchase Money Mortgage

TENURE CODES

Tenure can have the following values:

F	Fee Simple
L	Lease
A	Agreement of Sale
G	Government Owned
X	Lease from Federal Government
M	State and Multi-Claimant Owned
R	Remainderman

If there is an agreement of sale on leasehold property, the tenure will be “L”.

INSTRUMENT CODES

There are three major sale instrument codes, **DEED for fee simple sales, L for leasehold sales, and AS for Agreement of Sale transactions.** For leases and agreements of sale, an “S: may be added to indicate a “sub” instrument. Also, an “A” may be added to indicate an assignment. Below you will find a complete list of instrument codes.

DEED	Deed (fee sales)
QD	Quitclaim
L	Lease
AL	Assignment of Lease (leasehold sale)
SL	Sub Lease
ASL	Assignment of Sub-Lease
AS	Agreement of Sale
AAS	Assignment of Agreement of Sale
SAS	Sub Agreement of Sale
ASAS	Assignment of Sub Agreement of Sale
CONVD	Leasehold Conversion with Deed (Fee purchase)
CONVAS	Leasehold Conversion with an Agreement of Sale
TRANSD	Deed transfer without money consideration
COMMD	Commissioners Deed (associated mostly with foreclosures)
COMMAL	Commissioners Assignment of Lease
RELAS	Release/Satisfaction of an Agreement of Sale involving Fee property
RELL	Release/Satisfaction of an Agreement of Sale involving Leasehold Property
TSD	Time Share Deed
TSL	Time Share Lease
TSAL	Time Share Assignment of Lease
CL	Commercial Lease
ACL	Assignment of a Commercial Lease

In some cases, the letter M, P, F, or X may follow the instrument, as in DEED-M, or DEED-P. These codes signify special conditions involving the sale.

M	Multiple parcels were involved in the sale. The sale price noted is for the entire transaction.
P	Signifies a PORTION of the parcel was sold.
F	The sales involves a fractional or “partial” interest.
X	The transaction was part of an exchange.

PITT CODES

The PITT code is a three digit number used on all the islands, which signifies the use of the property as taxed applicable by the tax assessor. The PITT code is actually a multiplication table that is used to calculate the yearly assessed value taxes owed on a property. Each PITT code has a different multiplication rate. Each digit of a PITT code, reflects a specific use, however the State generalizes and does not use the secondary and third digits.

	1	0	0
	Property Tax Class	Agriculture Subclass	Government Subclass
	First digit, <i>Property Tax Class</i>		<i>PITT</i>
*	1. Improved Residential		100
	2. Apartment/Condo		200
	3. Commercial		300
	4. Industrial		400
	5. Agricultural		500
	6. Conservation		600
	7. Resort Hotel		700
**	8. Unimproved Residential		800
***	9. Homeowners		900

Not used:	Second Digit, Agriculture Subclass
	0. None
	1. Pineapple
	2. Sugar Cane
	3. Diversified
	4. Pasture
	5. Institutional
	Third Digit, Government Subclass
	0. None
	1. Federal
	2. State
	3. County
	4. Hawaiian Homes

- * Kauai PITT code 100 reflects improved & unimproved residential
- ** Kauai PITT code 800 reflects “Homestead” properties
- *** PITT code 900 reflects “Homestead” properties - set up in 1991 which also signifies that the owner can claim 100% of the land and building exemptions.

LAND USE CODES - for Oahu only

<u>Code</u>	<u>Description</u>
10-19	SINGLE FAMILY
11	Single Family Dwelling
15	Condominium
19	Model Home
20-29	DUPLEX
21	Duplex
23	Common Wall Single Family Units
24	Public Housing
25	Condominium
29	Model Home
30-39	MULTI FAMILY
31	Apartment
32	Apartment/Hotel
34	Public Housing
35	Condominium
36	Townhouse
37	Townhouse Condominium
39	Model Unit
40-49	MISC. RESIDENTIAL
41	Rooming & Boarding House
42	Motel
47	Dormitory
50-59	PLANTATION CAMP
100-109	MANUFACTURING: Durable Goods
100	Lumber and Wood Products, Except furniture
101	Furniture and fixtures
102	Stone, Clay and Glass Products
103	Primary metals industries
104	Fabricated Metal Products, Except Ordinance, Machinery and Transportation
105	Machinery: Except Electrical
106	Electrical Machinery, Equipment and Supplies
107	Transportation Equipment
108	Professional, Scientific and controlling instruments, Photographic and Optical Goods: Watches & Clocks.

Land use codes, continued.

150-160	MANUFACTURING: Non-durable goods
150	Food and kindred products
151	Textile Mill Products
152	Apparel and Other Finished
153	Printing, Publishing and Allied Industries
154	Chemicals and Allied Products
155	Petroleum Refining and Related Industries
156	Paper and Allied Products
157	Rubber and Miscellaneous Plastic Products
159	Leather and Leather Products
160	Miscellaneous Manufacturing Industries
200-209	INDUSTRIAL NON-MANUFACTURING SERVICES: Construction
200	Construction Services: Construction
201	General Wrecking Concerns and storage yards
202	Special Trade Construction and Storage yards
203	Others Not Elsewhere Classified
210-219	INDUSTRIAL NON-MANUFACTURING SERVICE: Utility
210	Electric
211	Gas
212	Water
213	Sanitary and Refuse
214	Telephone
215	Others Not Elsewhere Classified
250-259	WAREHOUSING
250	Non-Extensive Yard Use
251	Extensive Yard Use
300-312	RETAIL TRADE
300	Shopping Center Complex
301	Food
302	General Merchandise
303	Apparel and Accessory
304	Furniture, Home Furnishing and Equipment
305	Gasoline Service Station
306	Motor Vehicle and Vehicle Accessory Establishment
307	Lumber and Building Material
308	Hardware Store
309	Eating and Drinking Place

Land Use Codes, continued.

310	Drug Store
311	Liquor Store
312	Miscellaneous Retail Trade Store
350-359	WHOLESALE TRADE
350	Wholesaler with Stock
351	Wholesaler without Stock
352	Wholesaler not Elsewhere Classified
400-409	CONSUMER SERVICES
400	Personal (Pertaining to the Person)
401	Personal (Pertaining to the Persons Apparel)
402	Commercial Amusement (Indoor)
403	Commercial Amusement and Recreation (Outdoor-Land Based)
404	Communication
405	Commercial Condominium
406	Hotel
407	Commercial Amusement (Outdoor - water based)
410-419	PROFESSIONAL SERVICES
410	Charitable Institutional and Non-Profit Organization
411	Financial, Insurance and Real Estate
412	Medical and Health Services
413	Legal, Engineering, Accounting and Other Professional Service
414	Animal Care
415	Office Condominium
420-429	GOVERNMENT SERVICES
421	Administrative
422	Military
423	Public Safety
424	Post Office
430-439	BUSINESS SERVICE
430	Automotive Repair and Services
431	Miscellaneous Repair Services & Related Services
432	Miscellaneous
433	Parking Service

Land Use Codes, continued.

440-449	HEALTH AND WELFARE SERVICES
440	Hospital
441	Miscellaneous Health and Medical Facility
442	Penal Institution
443	Cemetery
500-509	PERSONAL DEVELOPMENT
500	Educational Institution
501	Cultural Center
502	Religious Institution
503	Others Not Elsewhere Classified
504	Educational/Religious Institution Complex
506	Public School/Park Complex
600-609	RECREATION- PUBLIC
600	Outdoor-Public Land Recreation
601	Outdoor - Public Water- Based Recreation
602	Indoor- Public Recreation
650-659	RECREATION - PRIVATE
650	Outdoor - Private Land Recreation (Operated for profit)
651	Outdoor - Private Club, water-based recreation
652	Private Clubs, Recreation
700-709	AGRICULTURE
700	Agriculture (Livestock Not Included)
701	Agriculture - Livestock Farm
702	Field Crop, Sugar Cane
703	Field Crop, Pineapple
710	Mining and Quarrying
720	Forestry
730	Fishery
800-809	TRANSPORTATION
800	Railroad Terminals (Other than Local or Inter-Urban)
801	Railroad Yard
802	Bus, School Bus, Taxi Cab and Subway/Elevated
803	Motor Freight
804	Air Transportation
805	Other Transportation (Water and Pipeline)

Land use codes, continued.

900-909	SUBDIVIDED VACANT LAND
901	Private
902	City Owned
903	State Owned
904	Federal Owned
905	Road Widening
906	Mini Area - City and State Owned
907	Common Elements of Townhouse
909	Off-Shore Island
910-919	UNSUBDIVIDED VACANT LAND
911	Private
912	Government Owned- City
913	Government Owned - State
914	Government Owned - Federal
920-929	AREA BEING DEVELOPED (Included Structure under Construction)
920	Structure under construction
921	Residential Subdivision Industrial
923	Temporary Construction
924	Storage Yard
930-939	UNDEVELOPABLE OPEN SPACE AREA
931	Forest Reserve
932	Lake, Swamp, River, Canal Islet, etc.
933	Steep Land (Slope greater than 20%)
934	Derelict Land
940-949	STREET ARE (Includes Beach and Canal Rights of Way)
940	Public Owned
941	Private Owned
945	Street Area Divided by Census Tract, Enumeration District, Block, etc.
999	Establishment Activity Unknown

ZONING CODES - Island of Oahu only

A-1	Low Density Apartment
A-2	Medium Density Apartment
A-3	High Density Apartment
AG-1	Restricted Agricultural District
AG-2	General Agricultural District
AMX-1	Low Density Apt Mixed Use
AMX-2	Medium Density Apt Mixed Use
AMX-3	High Density Apt Mixed Use
AMX-ALL	Apt Mixed Use
APART	Apartment Precinct
B-1	Neighborhood Business District
B-2	Community Business District
BMX-3	Community Business Mixed Use
BMX-4	Central Business Mixed Use
BMX-ALL	Business Mixed Use
COUNTRY	Country District
F-1	Military and Federal Preservation
I-1	Limited Industrial District
I-2	General Industrial District
I-3	Waterfront Industrial District
I-4	Waterfront Industrial Precinct
IMX-1	Industrial - commercial mixed use
HAWAII	Hawaii Community Development Authority
MARINE	Marine Precinct
P-1	Restricted Preservation
P-2	General Preservation
PUBLIC	Public Precinct
R-3.5	R- 3.5 Residential District
R-5	R-5 Residential District
R- 7.5	R-7.5 Residential District
R-10	R-10 Residential District
R-20	R-20 Residential District
RES-CML	Resort Commercial Precinct
RES-HTL	Resort Hotel Precinct
RESORT	Resort District
STATE	State Jurisdiction

ZONING CODES - Island of Hawaii (Big Isle) only

A-1A	Agricultural, 1 acre
A-2A	Agricultural, 2 acres
A-3A	Agricultural, 3 acres
A-5A	Agricultural, 5 acres
A-10A	Agricultural, 10 acres
A-20A	Agricultural, 20 acres
A-40A	Agricultural, 40 acres
A-80A	Agricultural, 80 acres
A-500A	Agricultural, 500 acres
A-900A	Agricultural, 900 acres
CG - 7.5	General Commercial, 7,500 sq.ft.
CG-20	General Commercial, 20,000 sq.ft.
CG- S- 7.5	General Commercial, Safety 7,500 sq.ft.
CN- 7.5	Neighborhood Commercial, 7,500 sq.ft.
CN-10	Neighborhood Commercial, 10,000 sq.ft.
CN-20	Neighborhood Commercial, 20,000 sq.ft.
CN-40	Neighborhood Commercial, 40,000 sq.ft.
CO-20	Office Commercial, 20,000 sq.ft.
CV - 7.5	Village Commercial, 7,500 sq.ft.
CV-10	Village Commercial, 10,000 sq.ft.
MG-1A	General Industrial, 1 acre
MG-5A	General Industrial, 5 acres
MG-10A	General Industrial, 10 acres
MG-20A	General Industrial, 20 acres
ML-1A	Limited Industrial, 1 acre
ML-10	Limited Industrial, 10,000 sq.ft.
ML-20	Limited Industrial, 20,000 sq.ft.
NONE	No Zoning
O	Open
RA-.5	Residential Agriculture, 0.5 acres
RA-1	Residential Agriculture, 1 acre
RA-2	Residential Agriculture, 2 acres
RA-3	Residential Agriculture, 3 acres
RS-7.5	Single Family 7,500 sq.ft.
RS-10	Single Family 10,000 sq.ft.
RS-15	Single Family 15,000 sq.ft.
RS-20	Single Family 20,000 sq.ft.
RS-S-10	Single Family, Safety 10,000 sq.ft.
RS-S-15	Single Family, Safety 15,000 sq.ft.
RD-3.75	Duplex, 3,750 sq.ft. / unit
RM-.75	Multi-family 750 sq.ft. / unit
RM-1.0	Multi-family, 1,000 sq.ft. / unit

Zoning Codes for Hawaii Isle, continued.

RM-1.25	Multi-family, 1,250 sq.ft. / unit
RM-2.0	Multi-family, 2,000 sq.ft. / unit
RM-3.0	Multi-family, 3,000 sq.ft. / unit
RM-3.5	Multi-family, 3,500 sq.ft. / unit
RM-4.0	Multi-family, 4,000 sq.ft. / unit
RM-5.0	Multi-family, 5,000 sq.ft. / unit
RM-5.5	Multi-family, 5,500 sq.ft. / unit
RM-7.0	Multi-family, 7,000 sq.ft. / unit
RM-20	Multi-family, 20,000 sq.ft. / unit
UNPLAN	Unplanned
V-7.5	Resort Hotel, 750 sq.ft. / unit
V-1.0	Resort Hotel, 1,000 sq.ft. / unit
V-1.25	Resort Hotel, 1,250 sq.ft. / unit
V-1.5	Resort Hotel, 1,500 sq.ft. / unit
V-2.0	Resort Hotel, 2,000 sq.ft. / unit
V-2.5	Resort Hotel, 2,500 sq.ft. / unit
V-3.0	Resort Hotel, 3,000 sq.ft. / unit
V-4.0	Resort Hotel, 4,000 sq.ft. / unit
V-S-.75	Resort Hotel, Safety 750 sq.ft. / unit
VH-.75	Resort Hotel - H 750 sq.ft. / unit
VH-1.25	Resort Hotel - H 1,250 sq.ft. / unit
VH-1.5	Resort Hotel - H 1,500 sq.ft. / unit
VH-1.75	Resort Hotel - H 1,750 sq.ft. / unit
VH-4.0	Resort Hotel - H 4,000 sq.ft. / unit
VH-S-.75	Resort Hotel - H 750 sq.ft. / unit

Zoning codes for Maui and Kauai are not available at this time

BUILDING DETAIL ABBREVIATION CODES (Residential Properties only)

ADDN / Additions

<u>Abbreviation</u>	-	<u>Definition</u>
Attic Frame	-	Attic Frame
Bay window-frm	-	Bay Window FramE
Below Dwg Prk	-	Below Dwelling Parking
Bsmt Finished	-	Basement Finished
Bsmt Garage	-	Basement Garage
Bsmt Unfin	-	Basement Unfinished
Cld And Encl	-	Ceiled and Enclosed
Cld Prty Encl	-	Ceiled Partially Enclosed
Cld Recessed Op	-	Ceiled Recessed Open
Cld W/Banister	-	Ceiled with Banister
Cld W/Shd Roof	-	Ceiled with Shed Roof
Concrete Deck	-	Concrete Deck
Half Story-frm	-	Half Story- Frame
Ht Cpt Cnc Fl	-	Hollow tile carport concrete floor
Ht Cpt Grv Fl	-	Hollow tile carport gravel floor
Ht Cpt Wd Fl	-	Hollow tile carport wood floor
Living Area-fr	-	Living Area - frame
Misc Bldg Totl	-	Miscellaneous Building Total
Op Cpt Cnc Fl	-	Open Carport Concrete Floor
Op Cpt Grv Fl	-	Open Carport Gravel Floor
Op Cpt Wd Fl	-	Open Carport Wood Floor
Overhand-frm	-	Overhang Frame
Trellis	-	Trellis
Unclد Prty Enc	-	Unceiled Partially Enclosed
Unclد W/Bnstr	-	Unceiled with Banister
Unclد w/shd rf	-	Unceiled with Shed Roof
Wd Cpt Cnc Fl	-	Wood Carport Concrete Floor
Wd Cpt Grv Fl	-	Wood Carport Gravel Floor
Wd Cpt Wd Fl	-	Wood Carport Wood Floor
Wood Deck	-	Wood deck

Building Detail Abbreviations, continued.

Air Conditioning

<u>Abbreviation</u>		<u>Definition</u>
None	-	None
Central	-	Central
Cent Air/Heat	-	Central Air/Heat
Heat Only	-	Heat Only

Basement

Finished	-	Finished basement
None	-	No basement
Unfinished	-	Unfinished basement

Building Type

Wood House	-	House made of wood
Msry House	-	Masonry House
Wood Apt	-	Wood Apartment
Msry Apt	-	Masonry Apartment
Wood Duplex	-	Wood Duplex
Lrse Condo	-	Lowrise Condominium
Hrse Condo	-	Highrise Condominium
Wood Comml	-	Wood Commercial
Msry Comml	-	Masonry Commercial
Lrse Comml	-	Lowrise Commercial
Hrse Comml	-	Highrise Commercial
Hrse Parking	-	Highrise Parking
Msry Wrhse	-	Masonry Warehouse
Stl Wrhse	-	Steel Warehouse
Church	-	Church
Msry SvSta	-	Masonry Service Station

Condo Data Common Elements

Club House	-	Common Area Clubhouse
Daycare	-	Daycare facilities
Health Club	-	Health Club facilities
Lounge	-	Common Area Lounge
Sauna/Spa	-	Sauna/Spa facilities
Swim Pool	-	Swimming pool facilities
Tennis	-	Tennis court facilities

Building Detail Abbreviations, continued.

Condo Type

<u>Abbreviation</u>		<u>Definition</u>
Corner	-	Corner unit
Interior	-	Interior unit
Penthouse	-	Penthouse unit

Exterior Wall

8" Hollow Tile	-	8" Hollow Tile
Brick/4" HT	-	Brick 4" Hollow Tile
Fir/Pine	-	Fir /Pine Wood
Masonite	-	Masonite
Plywood	-	Plywood
Redwood/Cedar	-	Redwood/Cedar
Stone / Rock	-	Stone / Rock
Stucco	-	Stucco
Other	-	Other material

Floor Construction

Conc Slab	-	Concrete Slab
Steel Joist	-	Steel Joist
Wood joist	-	Wood joist

Floor Material / Flooring

Carport	-	Carpeting
Ceramic Tile	-	Ceramic Tile
Hardwood	-	Hardwood
Pine	-	Pine
Resil Tile	-	Resilient Tile
Other	-	Other material

Foundation

Concrete	-	Concrete foundation
Hollow Tile	-	Hollow Tile foundation
Stone	-	Stone
Wood Piers	-	Wood Piers

Building Detail Abbreviations, continued.

Frame / Framing

<u>Abbreviation</u>	-	<u>Definition</u>
B on B	-	Board on Baton
Concrete	-	Concrete
Double Wall	-	Double Wall
Masonry	-	Masonry
Rustic	-	Rustic
Single Wall/ Dbl Board	-	Single Wall / Double Board
Steel	-	Steel
Wood / Single Wall	-	Wood/Single Wall

Ceiling

Canec	-	Canec
Pine	-	Pine
Plaster	-	Plaster
Plaster Board	-	Plaster Board
Other	-	Other

Interior Wall - Material

Hollow Tile	-	Hollow Tile
Plaster Board	-	Plaster Board
Wood	-	Wood
Other	-	Other

Interior Wall - Structure

Double Wall	-	Double Wall
Masonry	-	Masonry
Single Wall	-	Single Wall

Miscellaneous Features / Other

1 Car Gar Dr w/Opener	-	1 car garage door with opener
1 Car Garage Door	-	1 car garage with door
2 Car Gar Dr w/Opener	-	2 car garage door with opener
2 Car Garage Door	-	2 car garage with door
Built-In Fireplace	-	Built In Fireplace
Deck Rail Concrete	-	Deck with concrete rail

Building Detail Abbreviations, continued.

Miscellaneous Features / Other Continued...

<u>Abbreviation</u>		<u>Definition</u>
Deck Rail Metal	-	Deck with metal rail
Deck Rail Wood	-	Deck with wood rail
Free Stand Fireplace	-	Free Standing Fireplace
Masonry Fireplace	-	Masonry Fireplace
Plmbg Addl Fixtures	-	Plumbing Additional Fixtures
Plmbg Minus	-	Plumbing Minus
Rec Room	-	Recreation Room
Sauna	-	Sauna

Other Building & Yard Improvements

Air Condition	-	Air conditioning
Asphalt Game Court	-	Asphalt game court
Att Wd Milk Hse	-	Attached Wood Milk House
Bank Barn	-	Bank Barn
Chain Link Fence	-	Chain Link Fence
Chrome/Steel Ladder	-	Chrome/Steel Ladder
Cld Prch Encl	-	Ceiled Porch Enclosed
Cld Prch Part Encl	-	Ceiled Porch Partially Enclosed
Cld Prch Recessed	-	Ceiled Porch Recessed
Cld Prch Shed Rf	-	Ceiled Porch with Shed Roof
Cld Prch w/Bnstr	-	Ceiled Porch with Banister
Cnc Game Court	-	Concrete Game Court
Cnc Loading Dock	-	Concrete Loading Dock
Cnc Retain Wall	-	Concrete Retaining Wall
Concrete Deck	-	Concrete Deck
Concrete Rail	-	Concrete Railing
Dbl Gar Door	-	Double Garage Door
Dbl Gar Door Auto	-	Double garage with automatic door
Det Wd Milk Hse	-	Detached wood milk house
Diving Board	-	Diving Board (pool area)
Dumbwaiter	-	Dumbwaiter
Elevator	-	Elevator
Enc Met Pole Bldg	-	Enclosed Metal Pole Building
Enc Wd Pole Bldg	-	Enclosed Wood Pole Building
Fiberglass	-	Fiberglass
Flat Barn	-	Flat Barn
Flor Fld Lt Pl/Bkt	-	Fluorescent Flood Light Pole/Bracket mounted

Building Detail Abbreviations, continued.

Other Building & Yard Improvements, cont...

<u>Abbreviation</u>	-	<u>Definition</u>
Glass	-	Glass
Gunite Pool	-	Gunite Pool
Ht Boat Hse	-	Hollow Tile Boat House
Ht Poultry Hse	-	Hollow Tile Poultry House
Ht Retain Wall	-	Hollow Tile Retaining Wall
Incd Fld Lt Pl/Bkt	-	Incandescent light pole/bracket
Incd Fld Lt WL-mtd	-	Incandescent flood light wall mounted
Jacuzzi	-	Jacuzzi
Laths	-	Laths
Lean to	-	Lean to
Merc Fld Lt Pl/Bkt	-	Mercury Flood Light Pole/Bracket
Merc Fld Lt WL-mtd	-	Mercury Flood Light Wall Mounted
Metal Rail	-	Metal Railing
Metal Util Bldg	-	Metal Utility Building
Miscellaneous	-	Miscellaneous
Msnry Boat Hse	-	Masonry Boat House
Msnry Cpt Bit/Cnc Flr	-	Masonry Carport Bitumen/Concrete
Msnry Cpt Grv Flr	-	Masonry Carport Gravel Floor
Msnry Cpt Wd Flr	-	Masonry Carport Wood Floor
Msnry Util Bldg	-	Masonry Utility Building
Open Cpt Cnc Flr	-	Open Carport Concrete Floor
Open Cpt Grv Flr	-	Open Carport Gravel Floor
Open Cpt Wd Flr	-	Open Carport Wood Floor
Plastic Liner Pool	-	Plastic Liner Pool
Prch Shed Rf	-	Porch with shed roof
Prefab Stl Bldg	-	Prefabricated Steel Building
Prefab Vinyl Pool	-	Prefabricated Vinyl Pool
Quonset Hut	-	Quonset Hut
Redwood Tank	-	Redwood Tank
Reinf Cnc Pool	-	Reinforced Concrete Pool
Rock Retain Wall	-	Rock Retaining Wall
Rock/Stone Fence	-	Rock/ Stone Fence
Saran	-	Saran
Sauna	-	Sauna
Screen	-	Screen
Sears Shed	-	Sears Shed (storage)
Sngl Gar Door	-	Single Garage Door

Building Detail Abbreviations, continued.

Other Building & Yard Improvements, continued

<u>Abbreviation</u>		<u>Definition</u>
Synthetic Game Court	-	Synthetic Game Court
Trellis	-	Trellis
Uncl'd Prch Part Encl	-	Unceiled Porch Partly Enclosed
Uncl'd Prch w/Banstr	-	Unceiled Porch w/banister
Underwater Lighting	-	Underwater lighting
Wd Cpt Bit/Cnc Flr	-	Wood Carport Bitumen/Concrete
Wd Cpt Grv Flr	-	Wood Carport Gravel Floor
Wd Cpt Wd Flr	-	Wood Carport Wood Floor
Wd Milk Hse	-	Wood Milk House
Wd Util Bldg	-	Wood Utility Building
Wd/Met Poultry Hse	-	Wood/Metal Poultry House
Wood Deck	-	Wood Deck
Wood Dock	-	Wood Dock
Wood Fence	-	Wood Fence
Wood Loading Dock	-	Wood Loading Dock
Wood Rail	-	Wood railing

Roof - Material

Built-Up	-	Built-up
Composition	-	Composition
Conc Tile	-	Concrete Tile
Corr Iron	-	Corrugated Iron
Glazed Tile	-	Glazed Tile
Metal	-	Metal
Shakes	-	Shakes
Shingle	-	Shingle
Other	-	Other

Roof - Structure

Concrete	-	Concrete
Steel	-	Steel
Wood	-	Wood
Other	-	Other

Building Detail Abbreviations, continued.

Roof - Type / Design

<u>Abbreviation</u>		<u>Definition</u>
Flat	-	Flat Roof
Gable	-	Gable Roof
Gambrel	-	Gambrel Roof
Hip	-	Hip Roof
Shed	-	Shed Roof
Other	-	Other type of Roof

COMMERCIAL ABBREVIATIONS - BUILDING DETAILS

Condo Data - Style

Hotel	-	Hotel Facility
Industrial	-	Industrial Facility
Medical	-	Medical Facility
Office	-	Office Facility
Residential	-	Residential
Retail	-	Retail Facility
Warehouse	-	Warehouse Facility
Other	-	Other

Condo Data - Type

Corner	-	Corner Unit
Inside	-	Inside Unit
Outside	-	Outside Unit

Air Conditioning

N	-	No air conditioning
Y	-	Yes, air conditioning included

Interior / Exterior Condition

Fair	-	Fair condition
Good	-	Good condition
Normal	-	Normal condition
Poor	-	Poor
Renovated	-	Renovated

Building Detail Abbreviations, continued.

COMMERCIAL ABBREVIATIONS - BUILDING DETAILS CONT.

Exterior Walls

<u>Abbreviation</u>		<u>Definition</u>
Asbest, Cor. Rig	-	Asbestos, Corrugated Rigid
Brick/Conc Block	-	Brick/Concrete Block
Brick/Stone	-	Brick Stone
Conc Ld Bearing	-	Concrete Load Bearing
Conc Non-Ld Brng	-	Concrete Non-Load Bearing
Concrete Block	-	Concrete Block
Concrete Tilt-Up	-	Concrete Tilt-up
Enclosure	-	Enclosure
Frame	-	Frame
Glass	-	Glass
Glass & Msnry	-	Glass & Masonry
Metal, Light	-	Metal, Light
Metal, Sandwich	-	Metal, Sandwich
Msnry & Frame	-	Masonry & Frame
Msnry & Steel	-	Masonry & Steel
None	-	None
Solar Glass	-	Solar Glass
Tile	-	Tile

Frame Type / Framing

Fire Res	-	Fire Resistant
Fireprf	-	Fireproof
Lt Steel	-	Light Steel
Masonry	-	Masonry
Wd Joist	-	Wood Joist

Partition

Above Normal	-	Above Normal
Below Normal	-	Below Normal
None	-	None
Normal	-	Normal

Building Detail Abbreviations, continued.

Plumbing

<u>Abbreviation</u>		<u>Definition</u>
Above Normal	-	Above Normal
Below Normal	-	Below Normal
None	-	None
Normal	-	Normal

Roof Material

Built-up	-	Built up
Composition	-	Composition
Conc. Tile	-	Concrete Tile
Corr. Iron	-	Corrugated Iron
Glazed Tile	-	Glazed Tile
Metal	-	Metal
Shakes	-	Shakes
Shingle	-	Shingle
Other	-	Other

Use Type

Apartment	-	Apartment
Auditorium/Theatr	-	Auditorium/Theater
Auto Prts/Service	-	Auto Parts / Service
Auto Shwrm/Office	-	Auto Showroom/Office
Bank/Savings Inst	-	Bank/Savings Institution
Bar Lounge	-	Bar Lounge
Bsmt Prkg/Storage	-	Basement Parking /Storage
Cafeteria	-	Cafeteria
Car Wash Automat	-	Automatic Car Wash Facility
Car Wash Manual	-	Manual Car Wash Facility
Cinema	-	Cinema
Convenience Store	-	Convenience Store
Deck	-	Deck
Dept Store	-	Department Store
Discount Sto/Mkt	-	Discount Store/Market
Dormitory	-	Dormitory

Building Detail Abbreviations, continued.

Use Type, continued

<u>Abbreviation</u>		<u>Definition</u>
Dwg Con	-	Dwelling Converted
Dwg Con	-	Dwelling Converted
Dwg Conv-office	-	Dwelling Converted - Office
Dwg Conv - Sales	-	Dwelling Converted - Sales
Fast Food Drive In	-	Fast Food Drive In
Food Franchise	-	Food Franchise
Funeral Home	-	Funeral Home
Hangar	-	Hangar
Hospital	-	Hospital
Hotel	-	Hotel
Light Manufacture	-	Light Manufacture
Medical Center	-	Medical Center
Mezz Display/Sls	-	Mezzanine Display/Sales
Mezz Enclsd Ofc	-	Mezzanine Enclosed Office
Mezz Open Storage	-	Mezzanine Open Storage
Mini-Whse	-	Mini-Warehouse
Motel	-	Motel
Multi-use Apt	-	Multi-Use Apartment
Multi-use RR/Lckr	-	Multi-Use Rail Road/Locker
Nursing homes	-	Nursing homes
Offices	-	Offices
Parking Structure	-	Parking Structure
Prk Gar Uptr Lvl	-	Parking Garage Upper Level
Prk Strc Prt/Encl	-	Parking Structure Partly Enclosed
Racquet Ball Ct	-	Racquet Ball Ct.
Religious Inst	-	Religious Institution
Restaurant	-	Restaurant
Retail Store	-	Retail Store
School	-	School
Skate Rnk Ice/Rol	-	Skating Rink (Ice or Roller)
Social / Frat Hall	-	Social/Fraternity Hall
Srvcs Stat w/Bays	-	Service Station with bays
Srvc Sta-Conv Ret	-	Service Station- Converted to retail
Srvc Sta-Conv Stg	-	Service Station- Converted Storage
Support Area	-	Support Area
Tavern/Bar	-	Tavern Bar
Tennis Club	-	Tennis Club
Undr Bld Prk/Encl	-	Under Building Parking/Enclosed

Building Detail Abbreviations, continued.

Use Type, continued

<u>Abbreviation</u>	-	<u>Definition</u>
Undr Bldg Prk/Opn	-	Under Building Parking/Open
Warehouse	-	Warehouse

Util / Utilities

Fair	-	Fair
Good	-	Good
None	-	None
Normal	-	Normal
Poor	-	Poor

Other Features & Attached Improvements- Structure Code

Balcony w/Aluminum Rail	-	Balcony with Aluminum Railing
Balcony w/HT Railing	-	Balcony with Hollow Tile Railing
Balcony w/screen tile	-	Balcony with Screen Tile
Balcony w/WD Railing	-	Balcony with Wood Railing
Balcony w/wrought iron rail	-	Balcony with Wrought Iron Railing
Built-In Fireplace	-	Built-In Fireplace
Canopy Only	-	Canopy Only
Central A/C	-	Central Air Conditioning
Concrete Deck	-	Concrete Deck
Concrete Railing	-	Concrete Railing
Crprt Msnry-Bit/Conc Flr	-	Carport Masonry Bitumen/Concrete
Crprt Msnry-Grvl Flr	-	Carport Masonry-Gravel Floor
Crprt Msnry-Wd Flr	-	Carport Masonry-Wood Floor
Crprt Open Bit/Conc Flr	-	Carport Open Bitumen/Concrete
Crprt Open Grvl Flr	-	Carport Open Gravel Floor
Crprt OpenWd Flr	-	Carport Open Wood Floor
Crprt Wd-Bit/Conc Flr	-	Carport wood bitumen/concrete floor
Crprt Wd-Grvl Flr	-	Carport wood - gravel floor
Crprt Wd-Wd Flr	-	Carport Wood - wood floor
Double Gar Dr w/Motor	-	Double garage door with motor
Double Garage Door	-	Double garage door
Dumbwaiter	-	Dumbwaiter
Elec Psgnr Elevator	-	Electric Passenger Elevator
Electric Frgt Elevator	-	Electric Freight Elevator

Building Detail Abbreviations, continued.

Structure Codes, Continued

<u>Abbreviation</u>	-	<u>Definition</u>
Escalator Width - 32	-	Escalator Width
Escalator Width - 48	-	Escalator Width
Free Stnd Fireplace	-	Freestanding Fireplace
Hydraulic Frgt Elevator	-	Hydraulic Freight Elevator
Hydraulic Psngr Elevator	-	Hydraulic Passenger Elevator
Metal Railing	-	Metal Railing
Miscellaneous	-	Miscellaneous
Overhead Steel Roll Door	-	Overhead Steel Roll Door
Overhead wd/metal dr w/mtr	-	Overhead wood/metal door with motor
Overhead wd/metal door	-	Overhead wood/metal door
Overhd Steel Roll Dr w/mtr	-	Overhead Steel Roll Door w/motor
Porch Ceiled Part Enclosed	-	Ceiled Porch Partially Enclosed
Porch Ceiled w/Bannister	-	Ceiled Porch with banister
Porch Ceiled w/shed roof	-	Ceiled Porch with a shed roof
Porch Ceiled/Unceiled	-	Both Ceiled and Unceiled Porch
Porch Unceiled Part Enclsd	-	Porch Unceiled Partially Enclosed
Porch Unceiled w/Bannister	-	Porch Unceiled with banister
Porch Unceiled w/shed roof	-	Porch Unceiled with shed roof
Single Gar Dr w/Motor	-	Single Garage Door w/Motor
Single Garage Door	-	Single Garage Door
Sprinkler	-	Sprinkler
Trellis	-	Trellis
Utility Bldg-Masonry	-	Utility Building Masonry
Utility Bldg-Metal	-	Utility Building Metal
Utility Bldg-Wood	-	Utility Building Wood
Wood Deck	-	Wood Deck
Wood Railing	-	Wood Railing

Yard Improvements and/or Secondary Buildings

Cond/Condition

Fair	-	Fair
Good	-	Good
Norm	-	Normal
Poor	-	Poor
Renov	-	Renovated

Building Detail Abbreviations, continued.

Structure Codes, Continued

<u><i>Abbreviation</i></u>	-	<u><i>Definition</i></u>
Aluminum Shed	-	Aluminum Shed
Asphalt Game Court	-	Asphalt Game Court
Asphalt Paved Parking Lot	-	Asphalt Paved Parking Lot
Canopy Only	-	Canopy Only
Chain Link Fence	-	Chain Link Fence
Concrete Game Court	-	Concrete Game Court
Concrete Paving - Average	-	Concrete paved improvement - average
Concrete Paving - Heavy Duty	-	Concrete paved improvement - heavy duty
Con Roof Refinery Rank	-	Concrete Roof Refinery Rank
Fiberglass Pool	-	Fiberglass Pool
Finished Metal Shed	-	Finished Metal Shed
Flat Dbl Deck Refinery Tank	-	Flat Double Deck Refinery Tank
Flat Roof Refinery Tank	-	Flat Roof Refinery Tank
Gas Station Attnd Booth	-	Gas Station Attendant Booth
Gunite Pool	-	Gunite Pool
Jacuzzi	-	Jacuzzi
Lumber Shed 2 sides open	-	Lumber shed with 2 open sides
Lumber Shed 4 sides open	-	Lumber shed with 4 open sides
Machinery Shed	-	Machinery Shed
Metal Utility Bldg	-	Metal Utility Building
Miscellaneous	-	Miscellaneous
Msnry Crpt Bit/Conc Flr	-	Masonry carport bitumen/concrete floor
Msnry Crpt Gravel Flr	-	Masonry carport gravel floor
Msnry Crpt Wood Flr	-	Masonry carport wood floor
Msnry Utility Bldg	-	Masonry Utility Building
Open Crpt Bit/Conc Flr	-	Open Carport bitumen/concrete floor
Open Crpt Gravel Flr	-	Open Carport Gravel Floor
Open Carport Wood Flr	-	Open Carport Wood Floor
Plastic Liner Pool	-	Pool with Plastic Liner
Pole/Brkt Mtd Flrsent Fld Lt	-	Pole Bracket Mounted Fluorescent Light
Pole/Brkt Mtd Incdesc Fld Lt	-	Pole Bracket Mounted Incandescent Flood Light
Pole Brkt Mtd Mercury Fld Lt	-	Pole Bracket Mounted Mercury Light
Prefab Vinyl Pool	-	Prefabricated Vinyl Pool
Quonset Hut	-	Quonset Hut
Reinforced Conc Pool	-	Reinforced Concrete Pool
Satellite Dish Tower	-	Satellite Dish Tower
Sauna	-	Sauna
Service Station Canopy	-	Service Station Canopy

Building Detail Abbreviations, continued.

Structure Codes, Continued

Abbreviation

Definition

Steel Elevated Storage Tank	-	Steel Elevated Storage Tank
Steel Pressure Storage Tank	-	Steel Pressure Storage Tank
Synthetic Surface Game Court	-	Synthetic Surface Game Court
Trellis	-	Trellis
TV/Radio Tower	-	TV/ Radio Tower
Wall-MTD Incand Flood Lt	-	Wall mounted incandescent flood light
Wall-MTD Mercury Flood Lt	-	Wall mounted mercury flood light
Wind Turbine Tower	-	Wind Turbine Tower
Wood Crpt Bit/Conc Flr	-	Wood carport bitumen/concrete floor
Wood Crpt Gravel Flr	-	Wood carport gravel floor
Wood Crpt Wood Flr	-	Wood carport wood floor
Wood Tower Storage Tank	-	Wood tower storage tank
Wood Utility Bldg	-	Wood utility bldg

Util / Functional Utilities

Fair	-	Fair
Good	-	Good
None	-	None
Norm	-	Normal
Poor	-	Poor