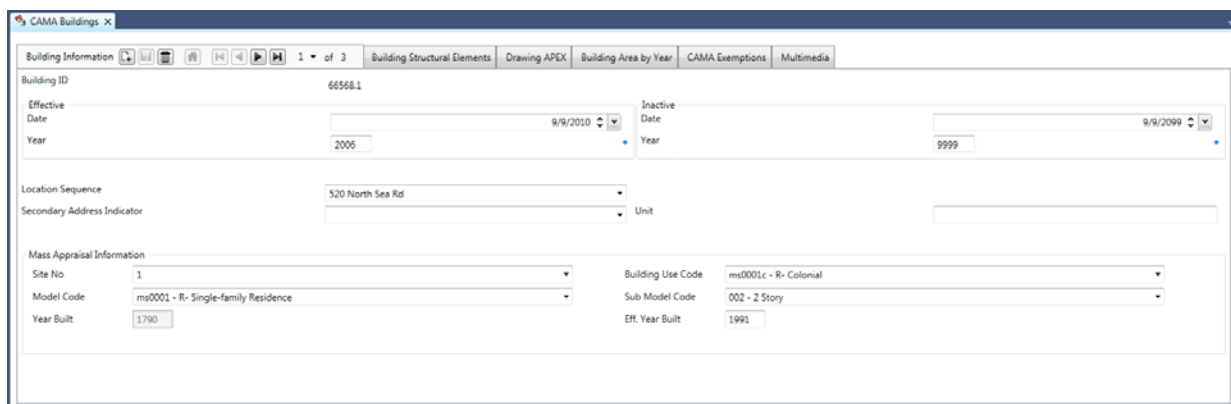# Buildings

📖 Overview

The *Buildings* form is used for creating and maintaining building records for the current property. Each record is assigned a **Building ID** and optionally a **Sequence Number**. Use *Sequence Numbers* when you need to maintain separate records on each unit within a building. For example, you can use sequence numbers for condominiums within a building; where each one has a different owner as well as some unique structural elements and features. A sequence number is generated for every Building ID; the first is *0*.

A Buildings record form is required for *Building Drawing* and *Building Structural Elements and Features* records.

To access the *Buildings* form:

1. Open a Profile with Mass Appraisal Building Structural Elements.

2. Select the **Mass Appraisal Buildings** form in the Forms Explorer.

Buildings Icons

New: Click the **New** icon to reset the form so that you can enter new data. When you click the **New** icon, the **New Building ID** is selected and enabled. The **Delete** icon switches to **Cancel** so that you can clear unsaved data without closing the form.

Saving a Building ID: Click the **Save** icon to save the new building record in the database.

> **Note:** The **Create Building in MA** icon is now removed. Previously, this icon was enabled when you created a new building. It was used to add the building to the MA tables. Otherwise, the building existed only in the Property Control records. Now, the building is added to Mass Appraisal when you save the new record.

Deleting a Building ID: Click the **Delete** icon to remove the current building record from the database.

> **Note:** All *Building Drawing* and *Building Structural Elements* records are created and deleted from the Buildings form. These forms do not have New and Delete icons.
>
> When you delete a Buildings record, you delete the building structural elements and building drawing records as well.

Browse: The **Browse** icon is visible only if multiple records exist for the property. By default, the Browsing screen displays all the attributes in the business entity. However, any user who is granted the security permissions can modify which attributes are visible on the Browsing screen and the order in which they appear.

To browse the building records in a recordset, click the **Browse** icon. To change the active record, double-click on the record you want to view.

Buildings Options

New Building ID: By default, the **New Building ID** option is selected and enabled when you click the **New** icon.

The sequence number can be used for maintaining information on separate units within a building; for example, a residential building divided into separate condominiums. The address and some of the structural elements, such as the exterior walls are shared; however, each unit has a separate owner and several unique structural elements. This is entered automatically.

To create a new building record:

1. Do one of the following:
   - If you are creating a record for a building without a building ID. select the **New Building ID** option This enables the **Building ID** field. This parameter is populated when you click Save.

- If you are creating a record for a building with an existing building ID, deselect the **New Building ID** option. This enables the Building ID dropdown list. Select a record from this list.

  This option is used when you are adding a new sequence number to an existing building ID.

2. Click **Save** to display the new Building ID in the Building ID field.

Effective Year: Enter the effective year. This is the year that the building was appraised. By default, this is the fiscal year of the Profile.

The **Effective Year** is different from the **Effective Year Built** entered on the Buildings and Building Structural Elements form.

The **Effective Year** is the year that the building was appraised.

The **Effective Year Built** is assigned to buildings that have an appraisal year that is different from the chronological year they were built. Usually, it is applied to older buildings that have undergone major renovations.

> **Note:** If you change the Effective Year of a building to a more recent year, the records from previous years are removed.

Inactive Year: Enter the year the building became inactive; i.e., no longer in use.

> **Note:** The default Inactive Year is 9999 for active properties.
>
> Past records are retained on inactive buildings.
>
> If you change the Inactive Year to an earlier year, records from more recent years are removed.

Second Address Indicator: Select additional information to add to the address, if applicable; for example, add an apartment or condominium number.

Unit: Enter a value to be added to the **Second Address Indicator**, such as an apartment number.