

Instructions for Form 602/603 (L-4018 R/P) *Analysis for Equalized Valuation of Real and Personal Property* for MEG

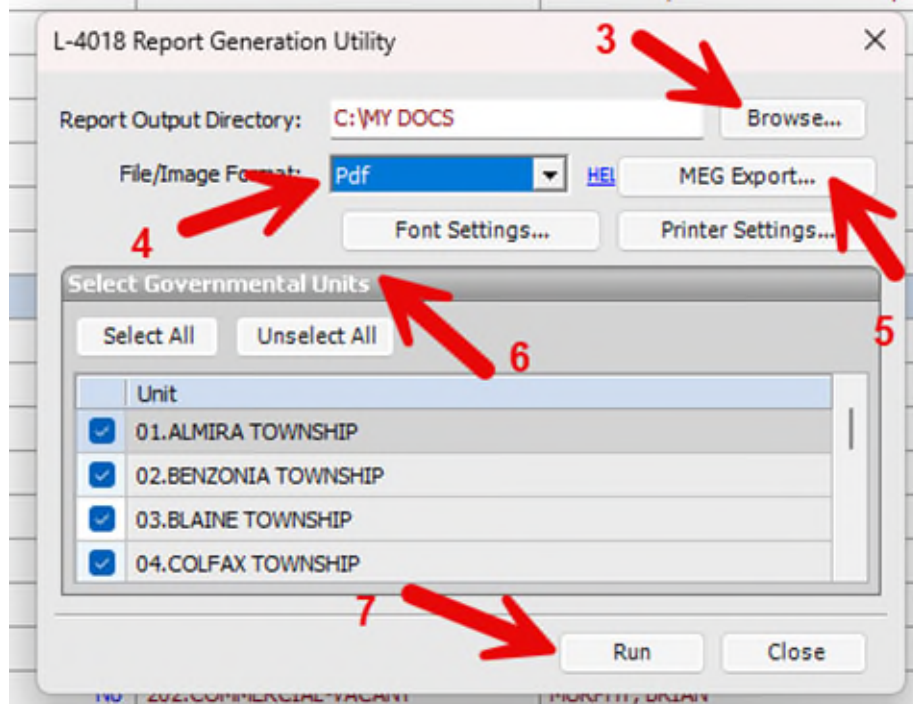
For stratified studies, the non-stratified parcel(s) must be imported first then the stratified parcels can be manually entered after the import (see below).

Also, the number of parcels and study ratio on the 2793 & L-4015a lines are being duplicated from the .JSON export and need to be manually removed. If there is a sales study, the number of parcels and study ratio have to be removed from the L-4015a line. If there is an appraisal study or stratified study, the number of parcels and study ratio have to be removed from the 2793 line.

Before running the BSA utility ensure that the study types for all classifications are correct in Program Setup and that the L-4015, L-4015a & 2793 utilities have all been ran and saved for use in the L-4018.

The following instructions are to export **non-stratified or combined** parcel data for the L-4018 from BS&A.

1. In BS&A go to 'Utilities' and then 'Equalization/MEG Reporting Tools'.
2. Click on 'L-4018 Utility'.
3. Select the 'Report Output Directory' by clicking 'Browse'.
4. Select 'Pdf' from File/Image Format drop down menu.
5. Click 'MEG Export' window & select 'Include MEG Export', click 'Browse' to select the 'Export Directory' and then name the 'Export File'. Click 'Close'.
6. Select the Governmental Units wanted for export.
7. Click 'Run'.
8. When utility has been completed click 'OK", verify that the information is correct, then click 'Close' then click 'Yes' to save to the L-4023.



The following instructions are to import data into the L-4018 module in MEG.

To perform a county import:

1. Sign into MEG and go to Form 602/603 (L-4018) module in the correct equalization year and correct county.
2. Click on 'County Import' at the top right.
3. In the pop-up screen select the classification(s) wanted to import.
4. Browse out to where the saved file is from step 5 above.
5. Click 'Import'.
6. Review the data that was imported to ensure that all data is correct.
7. Click 'Submit All' then click 'Yes'.

To perform a single unit import:

1. The BS&A export must only contain a single unit's data (step 6 above).
2. Sign into MEG and go to Form 602/603 (L-4018) module.
3. Click on the pencil icon to the right of the local unit's name.
4. Click 'Unit Import' at the top right.
5. In the pop-up screen select the classification(s) wanted to import. Browse out to where the file is saved from step 5 in the first section.
6. Click 'Import'.
7. Review the data that was imported to ensure that all data is correct.
8. Click 'Save' then 'Submit' or 'Resubmit' then click 'Yes'.

To manually enter stratified study parcel(s):

1. Click on the 'View Form' icon for the unit with stratified parcel(s).

2. Change the 'Study Type' to 'ST' for the classification that will be stratified.
3. Enter the Assessed Value of the classification.
4. From the L-4015a MEG PDF rendering enter the total
 - a. 'Total parcels in sample'
 - b. 'Total amount of AV in sample'
 - c. The summation of the appraised value for the regular appraisals and the sub group appraised value'
 - d. 'Study Ratio'
 - e. 'Overall Study Ratio'
 - f. 'Projected True Cash Value'
5. Verify that the information is correct and then click 'Save' then 'Submit'.

APPRAISAL PARCELS FOR STRATIFICATION (SUB GROUP)

County		City/Township		Study Year	Equalization Year		
Benzie County		Almira Township		2024	2025		
Parcel Number	Owner Name	Class Code	Current Year Assessed Value	Appraised Value	Ratio		
01-014-009-00	Roman, Christina	101	156,600	301,235	51.99%		
SUB GROUP TOTAL			1	Study Parcels	156,600	301,235	51.99%

4c - summation of this value and the value on the previous page

OVERALL STUDY RATIO CALCULATION - ASSESSMENT TO VALUE RATIO CARRIED TO FORM 603, L-4018R

Conventional appraisal study parcels including sub group parcel/s for stratification

20.41	% of Classification Sampled.	4b	24.45	% of AV Sampled
10	Total parcels in sample		1,416,000	Total amount of AV in sample

Classification's AV minus Sub Group AV:	5,634,500	Assessed Values
AV of Sub Group:	156,600	Appraisal Totals
Totals:	5,791,100	10,980,220
		301,235
		11,281,455

Conventional study ratio	0.5131
Sub Group Study Ratio	0.5199
Overall Study Ratio	0.5133

Overall Study Ratio (Stratified Appraisal Study)	4e	51.33%
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Real Property Personal Property

Assessment Roll Classification			Sample				
Class of Real Property	Study Type	Sampling Support Form	Number of Parcels	Assessed Value	True Cash Value	Study Ratio	Projected True Cash Value
100 - Agricultural	2	ST	10	1,416,000	2,755,493	51.33%	
		L-4015 A					
		2793					
Totals		5,791,100	4a			Overall Study Ratio	11,281,455
						51.33%	