

## Instructions - STC Form 5571 (L-4014a) Preliminary Appraisal Study Listing

1. In BS&A click on tab '5 Misc'
2. Click on tab 'Misc. (Eq. Fields)(\*)...'
3. Check box for 'Selected For Study' for those parcels that will be included in the appraisal studies for the current equalization cycle.

1

2

3

Land Div. Info. 6/20/2023 ...

MTT Status

Misc.(\*)...

Equalization Appraisal Info...

Damage Survey Info...

Bus./Franchise:

GROUP #:

USER 1 ALPHA:

USER 2 ALPHA:

USER ALPHA 3:

Miscellaneous Fields

Pers./Real Parcel #:  Goto Parcel  Parcel Ends Block

Prev. School:  <none>  Parcel Ends Section

Current Liber/Page: 2022R-09853  Show this parcel on BS&A Online  Don't generate Calculation Errors

PP Fields:

Appointment Fields...

Generic Fields...

Equalization Fields

Use in L-4015a Report

Stratify for L-4015a

If stratified, TCV:  0

Data Entry Date:  / /

Field Inspection Date:  / /

Interior Inspection Date:  / /

Selected For Study

Assigned To:

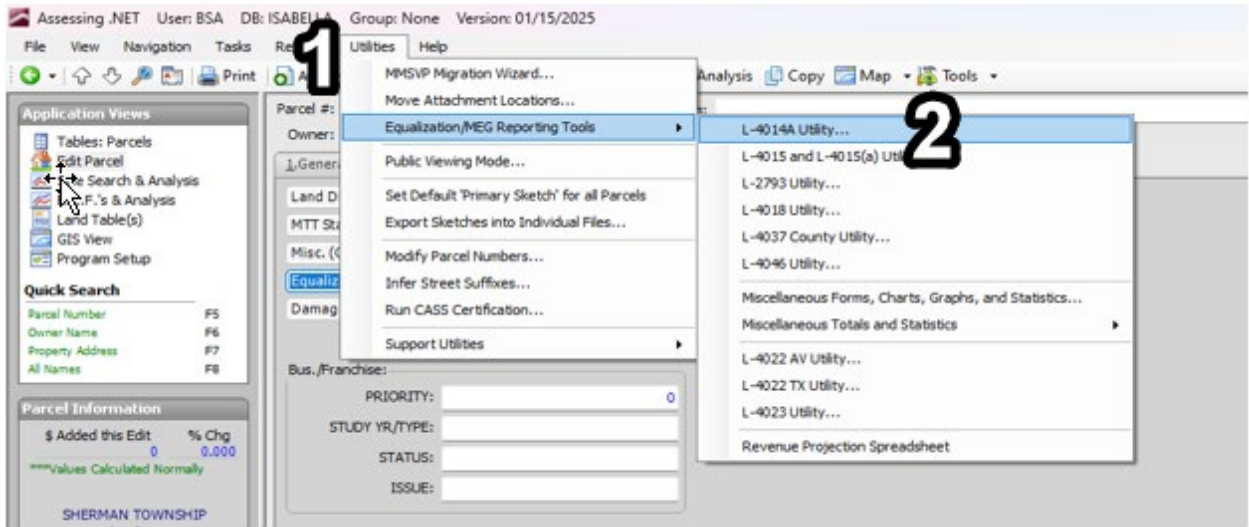
Notes:

L-4028 Authorities...

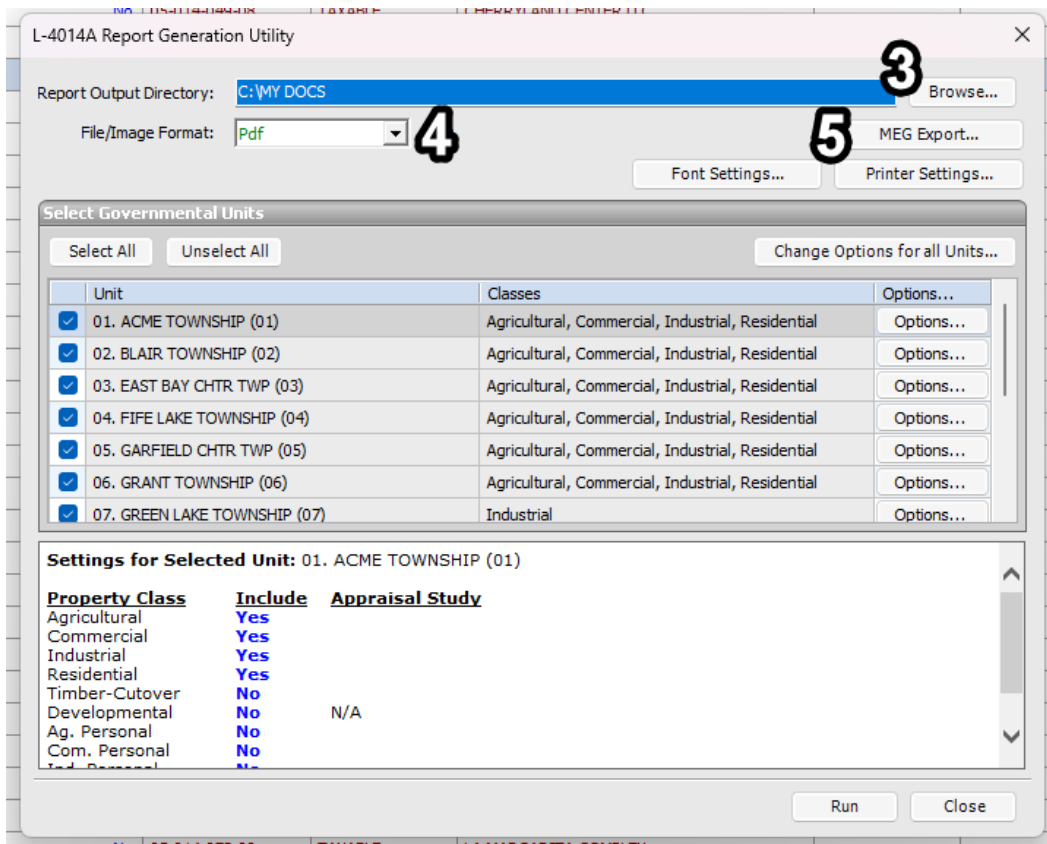
Close

Once all the parcels have been selected for study:

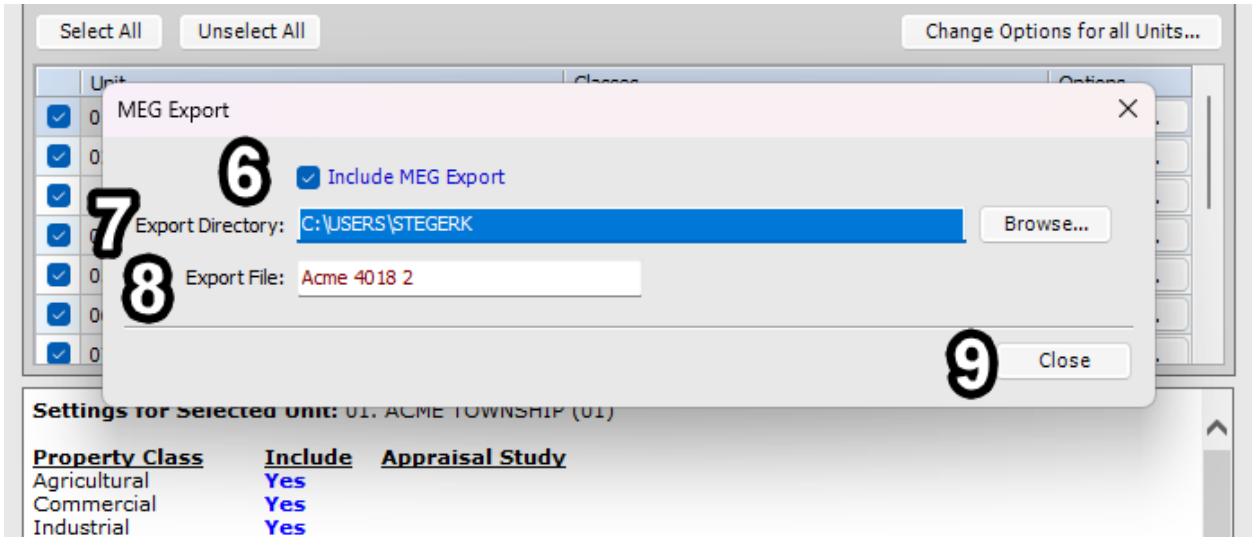
1. Go to 'Utilities' then 'Equalization/MEG Reporting Tools'
2. Select the L-4014a Utility



3. Browse to the path that the .JSON file and PDF's will be saved to.
4. Under 'File/Image Format' select PDF.
5. Click on 'MEG Export'



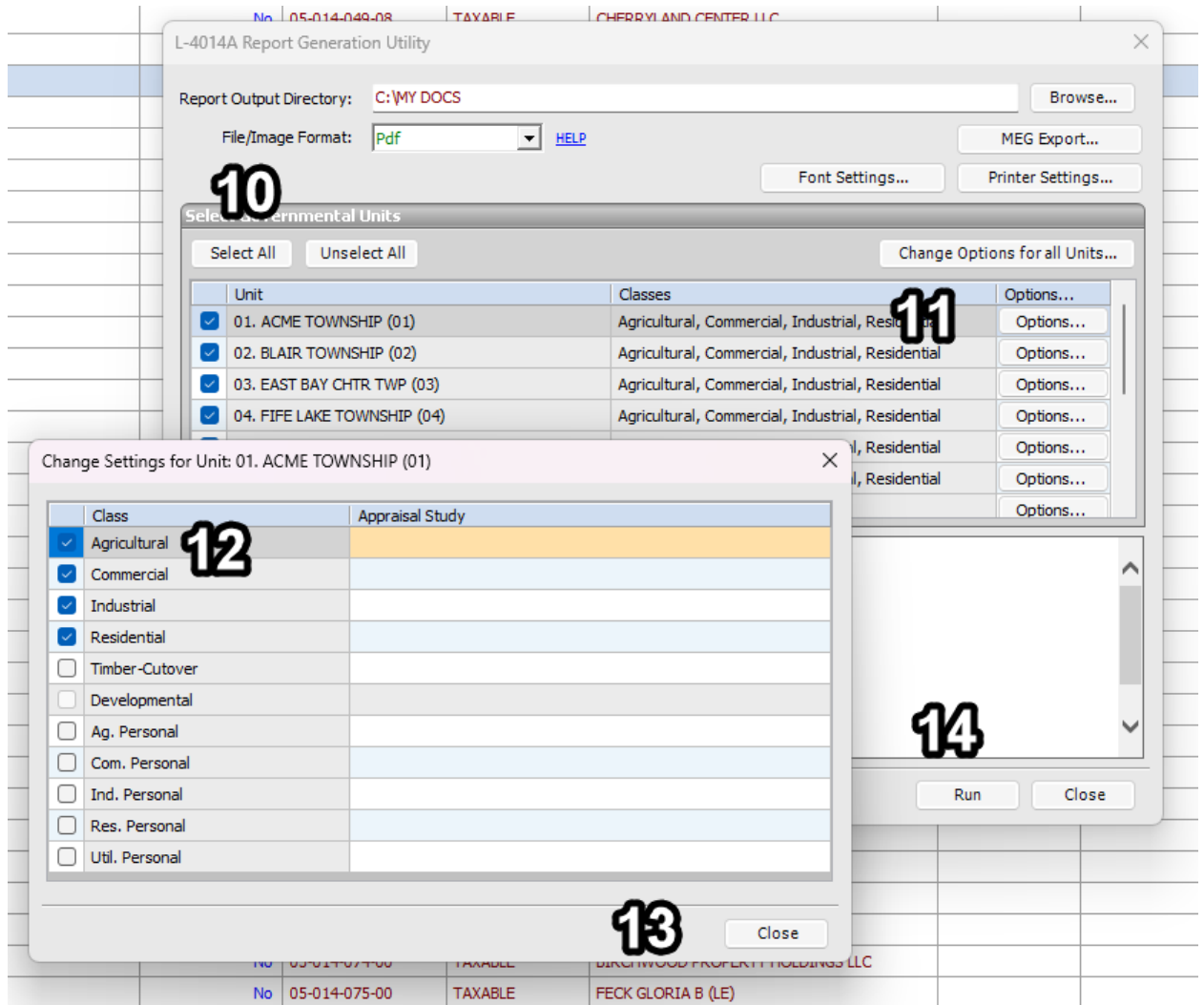
6. Check box for 'Include MEG Export'
7. Verify the path is correct
8. Name the export file
9. Click 'Close'



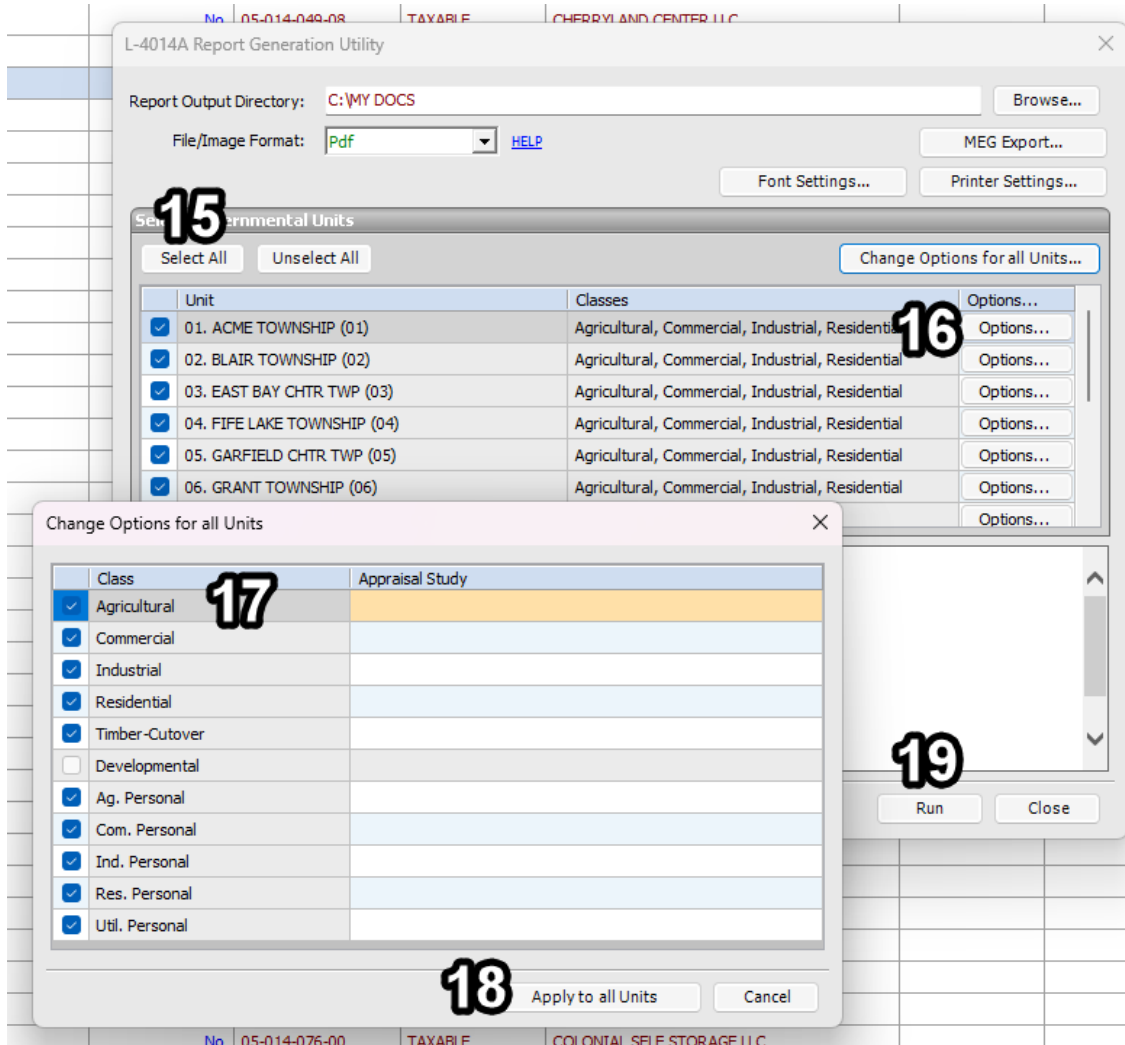
\*If classifications are different for each unit selected: Complete steps #10-14.

\*If all classifications are the same for each unit selected: Complete steps #15-19

10. Select the local units that have an appraisal study in at least one classification
11. Click 'Options'
12. Select the classifications that should be exported
13. Click 'Close'
14. Click Run



15. Select the local units that have an appraisal study in at least one classification
16. Click 'Change Options for all Units'
17. Select the classifications that should be exported
18. Click 'Apply to all Units' which will allow all options to be the same for all classifications if they are the same for each unit.
19. Click 'Yes' & then run



Once the .JSON file has been produced in BSA a county upload can now be completed in MEG.

Sign into MEG (<https://sso.misuite.app/login>) and in the County Dashboard click on the L-4014a module. In the module click on 'County Import' and then browse the folder where the .JSON file was saved and select 'Import'. After the import is complete click 'Save' then 'Submit'.

**If an amendment is needed, please request that the form is unlocked by the county's analyst.**

If you have any questions, please e-mail [equalization@michigan.gov](mailto:equalization@michigan.gov).