
CHAPTER 7. VALUATION DATA MAINTENANCE

Section 1. DATA PROGRAMS

7-1. LAND PROGRAM.

- a. General. The LAND Program is used to enter and maintain Valuation Land Sales Data (LAND1 File).
- b. Frequency. The LAND Program should be run as needed for Land Sales Data File updates.
- c. Input and Options. After the program run command, the LAND program will provide five different options as described below.
 - (1) OPTION 1 is used to enter new land sales data. The new land sales comparable is printed if requested.
 - (2) OPTION 2 is used to change existing land sales data. The changed land sales comparable is printed if requested.
 - (3) OPTION 3 is used to inquire about certain item numbers on a specified land sales comparable or print the entire land sales comparable for a specified number.
 - (4) OPTION 4 is used to delete existing Land Sales data.
 - (5) OPTION 5 is used to terminate processing for the LAND program.
- d. Review. The Multifamily Data Appraiser should review new or changed land sales comparable printouts for input accuracy.
- e. Availability and Distribution. The LAND program is available from CUPS on an as-needed basis for updating. The Data Appraiser will retain copies of the land sales data printouts for use by the Multifamily Valuation Branch.
- f. Sample LAND Comparable Printout. See Appendix 30.

7-2. P184 PROGRAM.

- a. General. The P184 Program is used to update and maintain the Valuation Market Absorption Data File (F184).
- b. Frequency. The P184 program is to be used as needed for updates to the F184 file.
- c. Input and Options. Valuation Form HUD-9184 data are input to CUPS utilizing a Degen Program Capture Tape to key in sets of data on a cassette tape for subsequent transmission to the Central Computer site. The various options available in the P184 Degen Capture Program are as follows.
 - (1) PRT OPTION is used to print a Market Absorption Record (Form HUD-9184) for an existing project.
 - (2) DEL OPTION is used to delete a specified project from the F184 file.
 - (3) NEW OPTION is used to enter descriptive data and market information for a new project. A printout of the new record is automatically provided.
 - (4) ADD OPTION is used to add market data to an existing Form HUD-9184. A printout of the updated form is automatically provided.
 - (5) CHG OPTION is used to change descriptive data, unit composition or market information for an existing Form HUD-9184. This option can also be used to delete a specified rental report on a Form HUD-9184 or to change the date on a rental report.
 - (6) END OPTION is used to terminate the data entry process.
- d. Review. The P184 Program will produce an F184 File Maintenance Update Report for each data tape reflecting all transactions processed. The Multifamily Data Appraiser should review the Report to determine if any transactions were invalid. Appropriate corrections should be made to any invalid transactions for subsequent processing to the F184 file. The Data Appraiser

should also review the new printouts for input accuracy of data.

- e. Availability and Distribution. The P184 DEGEN Program is available as needed for F184 File Maintenance. Updates to the F184 file are processed overnight, and the F184 Maintenance Report and printouts are available the following morning. However, if the updates must be used the same day as comparables, contact the Teleprocessing Assistance Center (TAC) at Headquarters to have the P184 Program executed immediately. Only the necessary updates should be entered on the data tape in order to accelerate processing time. The F184 Maintenance Report and Form HUD-9184 printouts will be retained by the Data Appraiser for use by the Multifamily Valuation Branch.
- f. Sample F184 File Maintenance Update Report. See Appendix 31.

7-3. P2275 PROGRAM.

- a. General. The P2275 Program is used to update and maintain the Multifamily Valuation Data Form FHA-2275 file (F2275).
- b. Frequency. The P2275 Program is to be used as needed for updates to the F2275 file.
- c. Input and Options. Valuation Form FHA-2275 data are input to CUPS utilizing a Degen Program Capture Tape to key in sets of data on a cassette tape for subsequent transmission to the Central Computer site. The various options available in the P2275 Degen Capture Program are as follows.
 - (1) PRT OPTION is used to retrieve a Form FHA-2275 for an existing project.
 - (2) DEL OPTION is used to delete existing Form FHA-2275 data for a specified project.

- (3) NEW OPTION is used to enter new Form FHA-2275 project data. The new Multifamily Valuation Data printout is automatically provided.
 - (4) CHG OPTION is used to change data on an existing Form FHA-2275. The changed Multifamily Valuation Data printout is automatically provided.
 - (5) END OPTION is used to terminate the data entry process.
- d. Review. The P2275 Program will produce an F2275 File Maintenance Update Report for each data tape reflecting all transactions processed. The Multifamily Data Appraiser should review the report to determine if any transactions were invalid. Appropriate corrections should be made to any invalid transactions for subsequent processing to the F2275 File. The Data Appraiser should also review the new printouts for input accuracy of data.
- e. Availability and Distributions. The P2275 DEGEN Program is available as needed for F2275 File Maintenance. Updates to the F2275 file are processed overnight, and the F2275 Maintenance

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Report and printouts are available the following morning. However, if the updates must be used the same day as comparables, contact the Teleprocessing Assistance Center (TAC) at Headquarters to have the P2275 Program executed immediately. Only the necessary updates should be entered on the data tape in order to accelerate processing time. The F2275 Maintenance Report and printouts will be retained by the data appraiser for use by the Multifamily Valuation Branch.

- f. Sample F2275 File Maintenance Update Report. See Appendix 32.

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7-4. P2410 PROGRAM.

- a. General. The P2410 Program is used to update and maintain the Valuation Project Statement of Profit and Loss File (F2410 file).
- b. Frequency. The P2410 Program is to be used as needed for updates to the F2410 file.
- c. Input and Options. Valuation Form HUD-92410 data are input to CUPS utilizing a Degen Program Capture Tape to key in sets of data on a cassette tape for subsequent transmission to the Central Computer site. The various options available in the P2410 Degen Capture Program are as follows:
 - (1) PRT OPTION is used to retrieve a Form HUD-92410 for an existing project.
 - (2) DEL OPTION is used to delete existing Form HUD-92410 data for a specified project.
 - (3) NEW OPTION is used to enter new Form HUD-92410 project data. The new Project Statement of Profit and Loss printout is automatically provided.
 - (4) CHG OPTION is used to change data on an existing Form HUD-92410. The changed Project Statement of Profit and Loss printout is automatically provided.
 - (5) END OPTION is used to terminate the data entry process.
- d. Review. The P2410 Program will produce an F2410 File Maintenance Update Report for each data tape reflecting all transactions processed. The Multifamily Data Appraiser should review the report to determine if any transactions were invalid. Appropriate corrections should be made to any invalid transactions for subsequent processing to the F2410 File. The Data Appraiser should also review the new printouts for input accuracy of data.
- e. Availability and Distributions. The P2410 DEGEN Program is available as needed for F2410 File Maintenance. Updates to the F2410 file are

processed overnight, and the F2410 Maintenance Report and printouts are available the following morning. However, if the updates must be used the same day as comparables, contact the Teleprocessing Assistance Center (TAC) at Headquarters to have the P2410 Program executed immediately. Only the necessary updates should be entered on the data tape in order to accelerate processing time. The F2410 Maintenance Report and printouts will be retained by the Data Appraiser for use by the Multifamily Valuation Branch.

- f. Sample F2410 File Maintenance Update Report. See Appendix 33.

7-5. EXDATA PROGRAM.

- a. General. The EXDATA program consolidates the Form FHA-2275 and Form HUD-92410 to produce an expense data report for a specified project. The report reflects the physical characteristics and project expenses based on a per unit and per square foot basis.
- b. Frequency. The EXDATA program should be run as needed for every new or changed comparable entered into the project expense data files.
- c. Input and Options. The specified project number is the only input necessary to produce an EXDATA report. No options are available.
- d. Review. The Multifamily Data Appraiser should review EXDATA Reports for data accuracy. Any necessary data corrections should be input through the P2410 or P2275 Programs.
- e. Availability and Distribution. The EXDATA Program is available on CUPS as needed. EXDATA printouts for all Valuation Expense Comparables will be retained by the Data Appraiser for use by the Multifamily Valuation Branch.

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GRAPHICS MATERIAL IN ORIGINAL DOCUMENT OMITTED

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7-7. PLACE PROGRAM.

- a. General. The PLACE Program is used to enter and maintain primary and alternate place code data for both the Expense/Income Place Code File (PLACE) and the Land Place Code File (PLACEL). These two files are used by the SEARCH program for data selection purposes.
- b. Frequency. The CUPS Place Code Schedules should be updated upon revision to place codes for any area, or whenever the Data Appraiser determines it is necessary to revise alternate place codes for comparable data selection.
- c. Input and Options. The LIST PLACE and LIST PLACEL commands are to be used to obtain Place Code Schedule listings from CUPS. The PLACE program initially prompts to establish which file is to be updated. The following are the four processing options available.
 - (1) Option 1 is used to enter a new Primary Place Code and its five Alternate Place Codes.

Section 2. VALUATION INVENTORY PROGRAMS.

7-8. TALLY PROGRAM.

- a. General. The TALLY Program produces a summary report of the Valuation comparable data files. The report shows project totals for the Form FHA-2275 file, breakdown by year of total Form HUD-92410 data along with the total number of comparables eligible for Expense, Income and LAND Searches.
- b. Frequency. The TALLY program should be run monthly or immediately following updates to any Valuation comparable data files.
- c. Input and Options. The run command is the only input necessary for the TALLY program. No options are available in this program.
- d. Review. The Multifamily Data Appraiser should review the TALLY report to insure that any growth or decline in the size of the data files is accurate.
- e. Availability and Distribution. The TALLY report is available from CUPS as needed. The data appraiser will retain a copy of the TALLY report for use by the Multifamily Valuation Branch.
- f. Sample TALLY Report. See Figure 7-4.

FIGURE 7-4

TALLY REPORT
(SAMPLE)

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7-13. CK2410 PROGRAM.

- a. General. The CK2410 Program produces an inventory for selected or all project numbers within selected dates contained in the Valuation Form HUD-92410 Data File (F2410 file).
- b. Frequency. The CK2410 Program should be run as needed for information purposes or data base maintenance.
- c. Input and Options. The CK2410 Program will first prompt for the two-digit year for earliest consideration. The response should be the earliest year desired (e.g. 78) or a carriage return for the earliest year shown in the data file. The program will then prompt for the two-digit year for the latest consideration. The response should be the latest year desired or a carriage return for the current year. The last prompt is for an individual project number or a carriage return for all project numbers in the data file.
- d. Review. The Multifamily Data Appraiser should review the CK2410 report to determine if it is necessary to delete any forms for past years no longer needed as comparable data.
- e. Availability and Distribution. The CK2410 listing is available from CUPS as needed. The data appraiser will retain a copy of the CK2410 report for use by the Multifamily Valuation Branch.
- f. Sample CK2410 Report. See Figure 7-9.

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7-15. MARKET PROGRAM.

- a. General. The MARKET Program produces a listing reflecting market information data from the Valuation Market Absorption File (F184) for specified dates and place codes.
 - b. Frequency. The MARKET Program should be run as needed for Valuation or Housing information purposes.
 - c. Input and Options. After the program run command, the program will provide the option to retrieve a printout for specific place codes (up to 50), a place code range or all place codes in the data file. After the desired place codes are entered, the program will prompt for the date to search for projects completed after (MM/YY) and before (MM/YY). It will then prompt to ignore information older than a specified date (MM/YY).
 - d. Review. The requestor of the Market Report will review it as needed for market information purposes.
 - e. Availability and Distribution. The MARKET Program is available from CUPS as needed. Copies of the Report should be distributed to the person in Housing requesting the market information.
 - f. Sample Market Report. See Figure 7-11.
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