



AROW AR20 Bulk Upload Document Naming Conventions

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1 Bulk Upload Supporting Documents

1.1 Strategy

- REPS will have a function to upload documents:
 - Via an online AR20 interface
 - When using the online AR20 interface, the upload screens will have fields where the REP can enter data relating to the Document Type of the Document being uploaded
 - When using the online AR20 interface, the file naming convention for the supporting AR20 document is not important and will not be validated
 - Reason: The REP will be prompted to enter data for the required fields pertaining to the supporting AR20 document being uploaded
 - Via a Bulk Upload function
 - This document focuses on the naming conventions required for supporting AR20 documents sent in a Bulk Upload
 - When using the Bulk Upload function, the file name of the supporting AR20 document being uploaded will provide the details about the required/optional fields pertaining to the supporting AR20 document being uploaded

- The ZIP file that these documents are stored within will follow a naming convention (to be fully defined shortly) that contains the Nassau County REP Number that was assigned to your specific REP firm.

- Bulk Upload Documents will be loaded using a specific naming convention, consisting various combinations of these attributes:
 - EU# (format Ennnnn_nnn)
 - An underscore (_) is required in place of the (.) in the actual EU#
 - Example: For EU# 14516.001, the EU# in the file is required to be E14516_001
 - Parcel# (<http://www.nassaucountyny.gov/ARC>)
 - Tax Year
 - yyyy
 - Doc Type ***(Month must be 2 digits, us a leading zero on months 01-09)**
 - Use 2 digit# as per AR20 form
 - Start Month – Start Year
 - mm_yyyy
 - End Month – End Year
 - mm_yyyy
 - Amendment Number
 - Contract of Sale Date
 - mm_dd_yyyy
 - Closing Statement Date
 - mm_dd_yyyy
 - Listing Agreement Date
 - mm_dd_yyyy

- Please take note that some Document Types require no attributes to be added to the Document file name, while others have some required and optional attributes that must/can be added to the Document file name

■ Doc Types:

DOC #	ATTACHMENT DESCRIPTION	Tax Year	Start Month & Year	End Month & Year	Amendment #	Sale Date
01	Floor area and use breakdown for entirely owner-occupied or vacant property	Required				
02	Rent Roll		Required	Optional		
03	Lease Abstracts (Commercial Tenants)		Required	Optional		
04	Lease Abstracts (Applicant Lessee)		Required	Optional		
05	Rent Roll (Apartments)		Required	Optional		
06	ETPA Annual Registration Summary		Required	Optional		
07	Coop/Condo Prospectus, last amendment				Required	
08	Coop/Condo sponsor rent roll		Required	Optional		
09	Financial Statements (coop/condo)		Required	Optional		
10	Financial Statements (rental property)		Required	Optional		
11	Financial Statements (business use)		Required	Optional		
12	Gross Receipts (store, theater, restaurant)		Required	Optional		
13	Gallons of gasoline sold		Required	Optional		
14	Construction costs and permit application		Required	Optional		
15	Plan for major repairs or environmental cleanup		Required	Optional		
16	Mortgage Note		Required	Optional		
17	Contract of Sale					Required
18	Closing Statement					Required
19	Listing Agreement					Required
20	Note of Issue	Required				
21	Substitution of Attorney	Required				
22	Stipulation of Discontinuance	Required				
23	Additional Information	Required				

■ Examples of Bulk Upload Document Naming Conventions for each Document Type are shown below

■ Example of Doc Type 01 (Floor area and use breakdown for entirely owner-occupied or vacant property):

■ **Required:** Tax Year (in yyyy format)

E14516_001-01-2016.pdf	01 - Floor area and use breakdown for entirely owner-occupied or vacant property for EU 14516.001
P09625 00230-01-2016.pdf	01 - Floor area and use breakdown for entirely owner-occupied or vacant property for Parcel 09625 00230

- Example of Doc Type 02 (Rent Roll):
- **Required:** Start Month, Start Year (in mm_yyyy format)
- Optional: End Month, End Year (in mm_yyyy format)

E14516_001-02-07_2016.pdf	02 - Rent Roll for EU 14516.001, with Start Month and Start Year
E14516_001-02-07_2016-09_2017.pdf	02 - Rent Roll for EU 14516.001, with Start Month, Start Year, End Month, and End Year
P09625_00230-01-07_2016.pdf	02 - Rent Roll for Parcel 09625_00230, with Start Month and Start Year
P09625_00230-01-07_2016-09_2017.pdf	02 - Rent Roll for Parcel 09625_00230, with Start Month, Start Year, End Month, and End Year

- Example of Doc Type 03 (Lease Abstracts (Commercial Tenants)):
- **Required:** Start Month, Start Year (in mm_yyyy format)
- Optional: End Month, End Year (in mm_yyyy format)

E14516_001-03-08_2016.pdf	03 - Lease Abstracts (Commercial Tenants) for EU 14516.001, with Start Month and Start Year
E14516_001-03-08_2016-11_2018.pdf	03 - Lease Abstracts (Commercial Tenants) for EU 14516.001, with Start Month, Start Year, End Month, and End Year
P09625_00230-03-08_2016.pdf	03 - Lease Abstracts (Commercial Tenants) for Parcel 09625_00230, with Start Month and Start Year
P09625_00230-03-08_2016-011_2017.pdf	03 - Lease Abstracts (Commercial Tenants) for Parcel 09625_00230, with Start Month, Start Year, End Month, and End Year

- Example of Doc Type 04 (Lease Abstracts (Applicant Lessee)):
- **Required:** Start Month, Start Year (in mm_yyyy format)
- Optional: End Month, End Year (in mm_yyyy format)

E14516_001-04-09_2016.pdf	04 - Lease Abstracts (Applicant Lessee) for EU 14516.001, with Start Month and Start Year
E14516_001-04-09_2016-12_2018.pdf	04 - Lease Abstracts (Applicant Lessee) for EU 14516.001, with Start Month, Start Year, End Month, and End Year
P09625_00230-04-09_2016.pdf	04 - Lease Abstracts (Applicant Lessee) for Parcel 09625_00230, with Start Month and Start Year
P09625_00230-04-09_2016-12_2018.pdf	04 - Lease Abstracts (Applicant Lessee) for Parcel 09625_00230, with Start Month, Start Year, End Month, and End Year

- Example of Doc Type 05 (Rent Roll (Apartments)):
- **Required:** Start Month, Start Year (in mm_yyyy format)
- Optional: End Month, End Year (in mm_yyyy format)

E14516_001-05-07_2016.pdf	05 - Rent Roll (Apartments) for EU 14516.001, with Start Month and Start Year
E14516_001-05-07_2016-07_2017.pdf	05 - Rent Roll (Apartments) for EU 14516.001, with Start Month, Start Year, End Month, and End Year
P09625_00230-05-07_2016.pdf	05 - Rent Roll (Apartments) for Parcel 09625_00230, with Start Month and Start Year
P09625_00230-05-07_2016-07_2017.pdf	05 - Rent Roll (Apartments) for Parcel 09625_00230, with Start Month, Start Year, End Month, and End Year

- Example of Doc Type 06 (ETPA Annual Registration Summary):

- **Required:** Start Month, Start Year (in mm_yyyy format)

- Optional: End Month, End Year (in mm_yyyy format)

E14516_001-06-09_2016.pdf	06 - ETPA Annual Registration Summary for EU 14516.001, with Start Month and Start Year
E14516_001-06-09_2016-02_2019.pdf	06 - ETPA Annual Registration Summary for EU 14516.001, with Start Month, Start Year, End Month, and End Year
P09625 00230-06-09_2016.pdf	06 - ETPA Annual Registration Summary for Parcel 09625 00230, with Start Month and Start Year
P09625 00230-06-09_2016-02_2019.pdf	06 - ETPA Annual Registration Summary for Parcel 09625 00230, with Start Month, Start Year, End Month, and End Year

- Example of Doc Type 07 (Coop/Condo Prospectus, last amendment):

- **Required:** Amendment Number (AAAAAAAAAA)

E14516_001-07-1457A.pdf	07 - Coop/Condo Prospectus, last amendment for EU 14516.001
P09625 00230-07-1457A.pdf	07 - Coop/Condo Prospectus, last amendment for Parcel 09625 00230

- Example of Doc Type 08 (Coop/Condo sponsor rent roll):

- **Required:** Start Month, Start Year (in mm_yyyy format)

- Optional: End Month, End Year (in mm_yyyy format)

E14516_001-08-06_2016.pdf	08 - Coop/Condo sponsor rent roll for EU 14516.001, with Start Month and Start Year
E14516_001-08-05_2016-12_2017.pdf	08 - Coop/Condo sponsor rent roll for EU 14516.001, with Start Month, Start Year, End Month, and End Year
P09625 00230-08-06_2016.pdf	08 - Coop/Condo sponsor rent roll for PARCEL 09625 00230, with Start Month and Start Year
P09625 00230-08-05_2016-12_2017.pdf	08 - Coop/Condo sponsor rent roll for PARCEL 09625 00230, with Start Month, Start Year, End Month, and End Year

- Example of Doc Type 09 (Financial Statements (coop/condo)):

- **Required:** Start Month, Start Year (in mm_yyyy format)

- Optional: End Month, End Year (in mm_yyyy format)

E14516_001-09-06_2016.pdf	09 - Financial Statements (coop/condo) for EU 14516.001, with Start Month and Start Year
E14516_001-09-08_2016-12_2017.pdf	09 - Financial Statements (coop/condo) for EU 14516.001, with Start Month, Start Year, End Month, and End Year
P09625 00230-09-06_2016.pdf	09 - Financial Statements (coop/condo) for PARCEL 09625 00230, with Start Month and Start Year
P09625 00230-09-08_2016-12_2017.pdf	09 - Financial Statements (coop/condo) for PARCEL 09625 00230, with Start Month, Start Year, End Month, and End Year

- Example of Doc Type 10 (Financial Statements (rental property)):

- **Required:** Start Month, Start Year (in mm_yyyy format)

- Optional: End Month, End Year (in mm_yyyy format)

E14516_001-10-05_2016.pdf	10 - Financial Statements (rental property) for EU 14516.001, with Start Month and Start Year
E14516_001-10-07_2016-12_2017.pdf	10 - Financial Statements (coop/condo) for EU 14516.001, with Start Month, Start Year, End Month, and End Year
P09625 00230-10-05_2016.pdf	10 - Financial Statements (rental property) for PARCEL 09625 00230, with Start Month and Start Year
P09625 00230-10-07_2016-12_2017.pdf	10 - Financial Statements (coop/condo) for PARCEL 09625 00230, with Start Month, Start Year, End Month, and End Year

- Example of Doc Type 11 (Financial Statements (business use)):

- **Required:** Start Month, Start Year (in mm_yyyy format)

- Optional: End Month, End Year (in mm_yyyy format)

E14516_001-11-10_2016.pdf	11 - Financial Statements (business use) for EU 14516.001, with Start Month and Start Year
E14516_001-11-10_2016-12_2017.pdf	11 - Financial Statements (business use) for EU 14516.001, with Start Month, Start Year, End Month, and End Year
P09625 00230-11-10_2016.pdf	11 - Financial Statements (business use) for PARCEL 09625 00230, with Start Month and Start Year
P09625 00230-11-10_2016-12_2017.pdf	11 - Financial Statements (business use) for PARCEL 09625 00230, with Start Month, Start Year, End Month, and End Year

- Example of Doc Type 12 (Gross Receipts (store, theater, restaurant)):

- **Required:** Start Month, Start Year (in mm_yyyy format)

- Optional: End Month, End Year (in mm_yyyy format)

E14516_001-12-12_2016.pdf	12 - Gross Receipts (store, theater, restaurant) for EU 14516.001, with Start Month and Start Year
E14516_001-12-12_2016-04_2018.pdf	12 - Gross Receipts (store, theater, restaurant) for EU 14516.001, with Start Month, Start Year, End Month, and End Year
P09625 00230-12-12_2016.pdf	12 - Gross Receipts (store, theater, restaurant) for PARCEL 09625 00230, with Start Month and Start Year
P09625 00230-12-12_2016-04_2018.pdf	12 - Gross Receipts (store, theater, restaurant) for PARCEL 09625 00230, with Start Month, Start Year, End Month, and End Year

- Example of Doc Type 13 (Gallons of gasoline sold):

- **Required:** Start Month, Start Year (in mm_yyyy format)

- Optional: End Month, End Year (in mm_yyyy format)

E14516_001-13-06_2016.pdf	13 - Gallons of gasoline sold for EU 14516.001, with Start Month and Start Year
E14516_001-13-06_2016-04_2018.pdf	13 - Gallons of gasoline sold for EU 14516.001, with Start Month, Start Year, End Month, and End Year
P09625 00230-13-06_2016.pdf	13 - Gallons of gasoline sold for PARCEL 09625 00230, with Start Month and Start Year
P09625 00230-13-06_2016-04_2018.pdf	13 - Gallons of gasoline sold for PARCEL 09625 00230, with Start Month, Start Year, End Month, and End Year

- Example of Doc Type 14 (Construction costs and permit application):

- **Required:** Start Month, Start Year (in mm_yyyy format)

- Optional: End Month, End Year (in mm_yyyy format)

E14516_001-14-10_2016.pdf	14 - Construction costs and permit application for EU 14516.001, with Start Month and Start Year
E14516_001-14-10_2016-10_2018.pdf	14 - Construction costs and permit application for EU 14516.001, with Start Month, Start Year, End Month, and End Year
P09625 00230-14-10_2016.pdf	14 - Construction costs and permit application for PARCEL 09625 00230, with Start Month and Start Year
P09625 00230-14-10_2016-10_2018.pdf	14 - Construction costs and permit application for PARCEL 09625 00230, with Start Month, Start Year, End Month, and End Year

- Example of Doc Type 15 (Plan for major repairs or environmental cleanup):

- **Required:** Start Month, Start Year (in mm_yyyy format)

- Optional: End Month, End Year (in mm_yyyy format)

E14516_001-15-10_2016.pdf	15 - Construction costs and permit application for EU 14516.001, with Start Month and Start Year
E14516_001-15-10_2016-08_2018.pdf	15 - Construction costs and permit application for EU 14516.001, with Start Month, Start Year, End Month, and End Year
P09625 00230-15-12_2016.pdf	15 - Plan for major repairs or environmental cleanup for PARCEL 09625 00230, with Start Month and Start Year
P09625 00230-15-12_2016-08_2018.pdf	15 - Plan for major repairs or environmental cleanup for PARCEL 09625 00230, with Start Month, Start Year, End Month, and End Year

- Example of Doc Type 16 (Mortgage Note):

- **Required:** Start Month, Start Year (in mm_yyyy format)

- Optional: End Month, End Year (in mm_yyyy format)

E14516_001-16-06_2016.pdf	16 - Mortgage Note for EU 14516.001, with Start Month and Start Year
E14516_001-16-06_2016-08_2017.pdf	16 - Mortgage Note for EU 14516.001, with Start Month, Start Year, End Month, and End Year
P09625 00230-16-06_2016.pdf	16 - Mortgage Note for PARCEL 09625 00230, with Start Month and Start Year
P09625 00230-16-06_2016-08_2017.pdf	16 - Mortgage Note for PARCEL 09625 00230, with Start Month, Start Year, End Month, and End Year

- Example of Doc Type 17 (Contract of Sale):

- **Required:** Contract of Sale Date (in mm_dd_yyyy format)

E14516_001-17-06_15_2016.pdf	17 - Contract of Sale for EU 14516.001, with Contract of Sale Date
P09625 00230-17-06_15_2016.pdf	17 - Contract of Sale for PARCEL 09625 00230, with Contract of Sale Date

- Example of Doc Type 18 (Closing Statement):

- **Required:** Closing Statement Date (in mm_dd_yyyy format)

E14516_001-18-08_25_2016.pdf	18 - Closing Statement for EU 14516.001, with Closing Statement Date
P09625 00230-18-08_25_2016.pdf	18 - Closing Statement for PARCEL 09625 00230, with Closing Statement Date

- Example of Doc Type 19 (Listing Agreement):

- **Required:** Listing Agreement Date (in mm_dd_yyyy format)

E14516_001-19-09_02_2016.pdf	19 – Listing Agreement for EU 14516.001, with Listing Agreement Date
P09625 00230-19-09_02_2016.pdf	19 – Listing Agreement for PARCEL 09625 00230, with Listing Agreement Date

- Example of Doc Type 20 (Note of Issue):

- **Required:** Tax Year (in yyyy format)

E14516_001-20-2016.pdf	20 - Note of Issue for EU 14516.001, with tax year
P09625 00230-20-2016.pdf	20 - Note of Issue for PARCEL 09625 00230, with tax year

- Example of Doc Type 21 (Substitution of Attorney):

- **Required:** Tax Year (in yyyy format)

E14516_001-21-2016.pdf	21 - Substitution of Attorney for EU 14516.001, with tax year
P09625 00230-21-2016.pdf	21 - Substitution of Attorney for PARCEL 09625 00230, with tax year

- Example of Doc Type 22 (Stipulation of Discontinuance):

- **Required:** Tax Year (in yyyy format)

E14516_001-22-2016.pdf	22 - Stipulation of Discontinuance for EU 14516.001, with tax year
P09625 00230-22-2016.pdf	22 - Stipulation of Discontinuance for PARCEL 09625 00230, with tax year

- Example of Doc Type 23 (Additional Information):

- **Required:** Tax Year (in yyyy format)

E14516_001-23-2016.pdf	23 - Answers to Property Information questions (if not answered in AR20 form) for EU 14516.001, with tax year
P09625 00230-23-2016.doc	23 - Answers to Property Information questions (if not answered in AR20 form) for PARCEL 09625 00230, with tax year