Create Parcels and Leases

The definitive guide to creating new parcels and adding leases to existing parcels in *Assessor2k*.

Create Parcels

1. In the Search Results form, choose “(*) Property,” then click [New Parcel].
2. The Property form will open to a blank screen. Click [Add].
3. The Property form will display empty data fields.
4. To achieve the **bare minimum** required to add a new parcel, perform the following in the [Parcel] tab:
    1. Enter Twp/Boro
    2. Enter Tax Map
    3. Enter Land Use
    4. Click [Ctrl #] button
5. You can now search for the new parcel in the Search Results form. Make sure you enter the following additional parcel information on the Property form:
    1. [Land] tab
    2. [Dwellings] tab
    3. [Auxiliaries] tab
    4. [Assessment] tab
    5. [Ownership] tab
    6. [Drawings] tab
    7. [Photos] tab
    8. [C&G] tab
    9. [Notes] tab

Add Leases to Parcel

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