## **Create Parcels and Leases**

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

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## **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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