How Things Work –
Yale Robbins Inc Residential Department Procedures

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Personnel

Supervision

Research Manager (full-time)	Dave DeLuca
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Research

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Research Assistant (part-time)   Lousie Alasia
 Co-op / Condo Directory – telephone research
Research Assistant (part-time)   Anthony Antinoro
 Condo Sales Report – online and telephone research, data entry

Condo Sales Report

Gathering data from the NYC ACRIS website

Steps to be completed by the Research Assistant

1. Load the ACRIS (Automated City Register Information System) Property Search page at
    http://a836-acris.nyc.gov/scripts/docsearch.dll/index .
    Note: If you do not load ACRIS with Mozilla, it will not print correctly.

2. On the first page choose **Document Type** to search by type of document.

3. On the following page we search for 3 types: **Deed**, **Deed Other**; or **Unit Assignment**.

4. Using the pull-down menus, select a document type and **Manhattan** as the borough. Select
    Specific Date Range from the date range menu, and specify the dates you have to search –
    usually a single day's worth of sales.

Search By Document Type

Recorded documents only.

Select Document Type:
DEED

Select Date Range:
Specific Date Range

Please enter date as: MM/DD/YYYY
From: 12 / 01 / 2005 Through: 12 / 01 / 2005

Select Borough/County:
MANHATTAN / NEW YORK

5. You will now find yourself on a third page. Find the **Lot** column of the search results and only choose sales with Tax Lot #s over 1000, indicating that they are condo units. When you identify a relevant record, click the "DET" button to the left.

View	Borough	Block	Reel/Pg/File	CRFN	Lot	Partial	Recorded / Filed	Pages	Party1	Party2
DET IMG	MANHATTAN	1848		2005000658147	57	ENTIRE LOT	11/28/2005 5:33:31 PM	4	COLUMBIA ESTATES, LLC	CAPITAL HILL PARTNERS, LLC
DET IMG	MANHATTAN	1848		2005000658147	58	ENTIRE LOT	11/28/2005 5:33:31 PM	4	COLUMBIA ESTATES, LLC	CAPITAL HILL PARTNERS, LLC
DET IMG	MANHATTAN	1342		2005000657977	1054	ENTIRE LOT	11/28/2005 5:19:40 PM	6	PAES, EDSON DA SILVA	K&T HOLDINGS, LLC
DET IMG	MANHATTAN	1578		2005000657823	1033	ENTIRE LOT	11/28/2005 5:00:22 PM	4	FORCAP LLC	BRAL, PEDRAM

This will pull up a detailed information page of the deed. Clicking the "IMG" button will lead to the actual deed, if needed.

6. First, check the "Property Type" at the bottom to make sure it is a Residential Condo Unit, and not Commercial or a Storage Unit acquired by itself.

PARCELS

BOROUGH	BLOCK	LOT	PARTIAL	PROPERTY TYPE	EASEMENT	AIR RIGHTS	SUBTERRANEAN RIGHTS	PROPERTY ADDRESS	UNIT
MANHATTAN / NEW YORK	1578	1033	ENTIRE LOT	SINGLE RESIDENTIAL CONDO UNIT	N	N	N	52 EAST END AVENUE	17A

7. Next, check for a legitimate price at the top of the page, under **Doc. Amount**. If the price is $0 or seems too low, check the party names. If it looks like a related transfer, i.e. same last names or one party buying out a co-owner, it is not an eligible sale. If you cannot find a reason for the price by the parties, you can check the Real Property Transfer at the end of the actual deed to see if a reason is stated. Only gather and print eligible (market-rate, residential condo unit) sales.

DOCUMENT ID:	2005111501912001	CRFN:	2005000657823
# of PAGES:	4	REEL-PAGE:	N/A-N/A
DOC. TYPE:	DEED	FILE NUMBER:	N/A
DOC. DATE:	11/4/2005	RECORDED / FILED:	11/28/2005 5:00:22 PM
		BOROUGH:	MANHATTAN
DOC. AMOUNT:	$999,000.00	RPTT #:	N/A
MESSAGE:	N/A		

8. Repeat for all three document types.

Using ACRIS for further research and troubleshooting

The information recorded on ACRIS can be used to clarify many other things about a building, unit, or sale price. Some common problems that can be solved with ACRIS follow.

The building address cannot be found in our database, and it is not on the AKA List.
Use "IMG" to see the actual deed from the sale. On one of the first few pages, a statement about the unit being sold may reveal another address the building is known by, or the name of the building. If this is not the case, you may check the Buildings Department website for alternate addresses, or the building may be new, and you should alert the Research Manager to find information on the new building.

The price seems too low, or does not appear.
If the parties are not obviously related, check the deed. A page or two before the end, a Real Property Transfer Report will have information on a sale price (under "Full Sale Price") that may not have appeared on the detail for whatever reason. If the sale price on that page is the same, there are checkboxes to the right that may indicate a reason for a non-market-rate sale (Ex: "One of the Buyers is also a Seller"). If none of these are checked, but there is a price recorded, print the sale for later research.

We do not have information on a building (square footage, balcony area, room count, etc.).
Return to the main "Search Property Records" page and search by "Parcel Identifier." Use the Block and Lot # of the sale to search - do NOT specify a date range or document class - and scroll through all results. Under Document Type, find a "Declaration", "Condo Declaration", or "Amended Declaration." Click on "IMG" and go through the document(s) until you find the latest Schedule or Exhibit with the information you need, and print it (only the Schedule) so that our records may be updated.

A combined unit was sold, but our file still has the units as separate.
Use the same steps above to find an "Amended Declaration." You should be able to find new information for the reconfigured unit(s) by finding the changes in the amendment, or a completely revised Schedule.

REVISED EXHIBIT B
TO THE DECLARATION OF
THE BEAUMONT CONDOMINIUM
30 WEST 61ST STREET
NEW YORK, NEW YORK

DESCRIPTION OF UNITS

Unit Designation (Apt. No.)	Tax Lot No.	Location (in Portion of Building Facing in the Direction Set Forth Below)	Approx. Area in Sq. Ft	Number of Rooms	Common Elements to Which Unit has Immediate Access	Percentage of Common Interest
6th Floor 6B	1002	South facing West 60th St.	686	3	Public Corridor, Fire Stairs, Elevators	.3577
6C	1004	South facing West 60th St. West facing Columbus Ave.	1075	4½	Public Corridor, Fire Stairs, Elevators	.5605
6D	1005	North facing West 61st St. West facing Columbus Ave.	1059	4½	Public Corridor, Fire Stairs, Elevators	.5522

If a sale is still questionable, or a building cannot be found, put it into a "Mystery" folder for the supervisor to go through later.

Researching Condo Sales from Offering Plans

The ACRIS sheets should already be sorted into Named Streets and Avenues, East Side Streets & West Side Streets. Avenues are sorted along with the Named Streets, using the spelling of the avenue number (ie, Eighth Ave.)

1. Open FileFinder and select the X drive to search.

2. Search an address using the building address or name.
>Use portions of the building address or name for greater results
>Updated or more recent offering plans will be indicated in the file name (_update).

3. In the blank "Remarks" portion of the ACRIS document note the following…
>Date of the publication (mm/yy).
>Room Count
>Unit Square Footage
>Number of Bedrooms
>Number of Bathrooms.
>Any balconies, fireplaces, duplex plans or other special features of the apartment, along with their square footages (if applicable).

Anything that comes with the condo unit is written with "Includes"; anything purchased alongside the unit is written "With." (See "Technical Hints for Condo Sales" for more examples.)

If the room count is unavailable, use "NA" in its place. However, if the room count is given, but the bedroom count is not, there is a system to estimate the bedroom count, as follows:
0 - 2.5 rooms → Studio
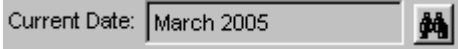3 - 3.5 rooms → 1 BR
4 - 4.5 rooms → 2 BR

If two separate units were sold together, find both units on the offering plan and add their room counts together, and their square footages together, but use "NA" for the bedroom and bathroom counts. Next to the square footage, place a "(2)" to remind you at the data entry step that 2 apartments were sold.

If room and / or bedroom counts are unavailable, refer to the floor plan for that unit.

Note: Different information may be in different parts of the offering plan. Make sure to check through the entire file, and all columns of the Schedule, until you are familiar with the format.

Entering Condo Sales into ResMain

Steps to be completed by the Research Assistant. When the research step is completed for all sales, they must be entered into the ResMain database, an in-house program from which the residential publications are generated.

1. Open ResMain (which may be named "IDBooks"). Click the [$Cond] button to start the Condo Sales Report data entry program.

2. Enter the Yale Robbins ID number, or the binoculars [🔍] icon can be used to search for a particular building.

3. Make sure that the Current Date field is set to the correct publication date before entering.

   Current Date: | March 2005 | [🔍]

4. Click "Add" at the bottom of the screen to add a new unit. Proceed to enter data into fields as follows:

   Apt – the unit sold
   Apt Line – the line the apartment belongs to (see "Technical Hints for Condo Sales")
   Publ Dt – the issue the sale will be published in, usually the following month
   Record Dt – the date the sale was *recorded* with ACRIS. This is the date under "Recorded/Filed" on the ACRIS printout.
   Transf Dt – the date of the actual closing. This is the "Doc. Date" on the ACRIS printout.
   Price – the purchase price of the unit, the "Doc. Amount."
   Rooms – the room count of the unit, the first number written in the Remarks section
   Sq_Ft – the square footage of the unit by itself (not including any common elements)
   # Apts – the number of apartments sold, set to default to 1. Storage and parking units do not count toward this number.

Sometimes these fields will be filled in by ResMain's memory. If the information you have does not match previous information for the unit, you may want to check your research, although it could be that the unit has been amended, combined, or divided since then, or that the Limited Common Element square footage was included.

Note: At this point you must save the data for ResMain to work correctly. If you try to continue to the bedroom count without saving, error messages will pop up.

   Bedrooms – use the pull-down menu to select the number of bedrooms
   Bathrooms – number of bathrooms (do not enter the decimal)

Save the data again, and move to the "Production Notes" field. Record the special features of the apartment, using the format described in "Technical Hints for Condo Sales." You must enter these features into both the "Production Notes" field AND the "Comments" field, so that they will appear on Condo-Sales.com. Check the Terrace and Balcony boxes to the right if needed.

Linking floorplans in Condo Sales

4a. Finally, link the unit to the appropriate floor plan. There are several avenues for finding the correct floor plan.

Click the "Get FP" button. If the apartment has already been linked to a floor plan previously, the unit will be in the "Source" column, and the same floor plan can be used.

If no floor plans show up, try the "Show all building plans" option – this happens mostly with numerical units (ex: Unit 23).

If the unit has two letters attached to it, or for certain penthouses, you must Browse the floor plan folders to find the correct plan. (Ex: Park 16F – P16F – "MH0320pf16" can only be found by browsing.)

If there are floor plans showing up, but none have been previously linked to the particular unit, you can find the appropriate plan two ways – either by looking at the offering plan again to see where that type of apartment starts, or by looking through all previous sales recorded in ResMain to find similar apartments in the same line. For example, the sale is for 10B and it is 4 rooms and 900 square feet. The offering plan or previous data entry shows that 2B through 12B have the same room count and square footage, so you would choose "_B02". Be careful of units with appurtenant features the others don't have.

If you still cannot find an appropriate floor plan, it is likely the floor plan has not yet been scanned. In this case, you would make a note of the building and unit so that you can look for the floor plans that need to be scanned all at once when data entry is done.

If the floor plan has already been scanned, link it to the sale, and then mark an "S" in a circle and the floor plan used (as shown in the picture of the Remarks box on page 5).

If, after searching the file, no floor plans are available for the building and/or the unit sold, mark "NA" in the Remarks box, and write "Floor plan not available" in the Production Notes field, to make clear that is not just an unlinked plan.

Procedure for naming & scanning floorplans

Steps to be completed by the Research Assistant

When the appropriate floor plan for a unit cannot be found in the files already scanned, it needs to be pulled from its file and given to Art to scan.

1. Make a list as you do data entry of the floor plans that cannot be found. A helpful chart is to write the MHID, address and unit, and an indication to look at the bedroom and bath count if they were not available. This is useful for quick labeling of floor plans. However, others find it more useful to put the ACRIS printouts for these units to the side and then use that pile when they search the file drawers.

2. When the building's file is located in the floor plan file drawers, use the frontmost folder in the file to locate the floor plan. This is the most recent folder.

3. Look through the floor plans until one is found that represents the unit sold. If it already has a Post-It on it, it has already been scanned and you should link the unit to the previously scanned floor plan. It may have been labeled unclearly and missed.

4. If the floor plan has not previously been scanned, pull it from the folder.

5. When the floor plans that are needed have been pulled, they need to be labeled so that Art can correctly name the files. The system for labeling floor plans is a 4-character ID number and 4 characters to represent the plan used. Any blank spaces in the ID should be filled in with 0's and blank spaces in the plan name filled with underscores. The plan name should reflect the first unit the plan represents. Some examples:

    MHID 72, floor plan for units 2B-7B – MH0072_B02
    MHID 3232 , floor plan for units 2B, 4B, 6B – MH3232_B02
    MHID 176, floor plan for unit 23 – MH0176__23
    MHID 320, floor plan for U10C-U17C – MH0320uc10
    MHID 3172, floor plan for 205-705 – MH31720502
    MHID 3118, floor plan for (1619)20-25F – MH31182f20

6. Label the floor plans by writing the file name on a small Post-It and placing it on the paper somewhere that does not obscure the floor plan for scanning.
    Note: If there is no plan for unit 5C, but there is a plan for the 5th floor, cover the unwanted area of the plan with Post-Its and make a new (enlarged) photocopy of the necessary area for scanning and labeling.

7. When all plans are labeled, place them into 3 folders (Names, East, West) for Art to receive and scan each week.

Further hints for Condo Sales

Specific Addresses and Unit #'s

Timeshares that appear on ACRIS as condos: 155 West 66th St., 870 Seventh Ave aka 200 West 56th St.

No dashes should be used in entering the unit with the exception of units at 2109 Broadway (Ansonia) and 150 West 51st St, and for separating buildings at 1601-1641 Third Ave because of space limitations (see note below). Ex: 4C, not 4-C.

For 300 Cathedral Parkway, 301 Cathedral Parkway, and 200 Manhattan Ave: note the Tier of the unit with the other information so that subsidized units can be identified more easily. The Tier is available on the Offering Plan with the other pertinent information.

372, 382, 392, 400 Central Park West – All floor plans are under MH0303, and represent typical studios (_STU), 1 BRs (_1BR), 2 BRs (_2BR), 1 BR with terrace (1brt), and 2 Brs with terrace (2brt) units in all 4 buildings.

1601/1619 & 1623/1641 Third Ave: these addresses are numbered respectively as 1, 2, 3, & 4. Use these numbers when entering Apt. Line and labelling Floor Plans. Ex: 1601-23C -- Apt Line "1C", Floor plan "1C23".

This is the only address where buildings are denoted with dashes, because of space. Other addresses with multiple buildings are separated by parentheses. Ex: 223 & 225 W. 10th St -- (223)10B -- Apt Line "1B", Floor Plan "1B10"

Apt Lines

5B	"B"	
10B	"B" (delete default "0")	
PHA	"PH"	
THG	"TH"	350 W. 53rd St.
2	"02"	
23	"23"	
504	"04"	
4017	"17"	
1623-4C	"3C"	3rd building at 1601-1641 Third Ave
(300)4C	"1C"	1st building at 300 & 330 E. 33rd St
10-129	"10"	The Ansonia
5-26	"26"	150 W. 51st St.
E(ast)11F	"EF"	
V(illage)16H	"VH"	Irving Plaza
19GW	"WG"	Morton Square
45 SOUTH	"SO"	

** Apply to similar buildings**

Remarks

If no room count - NA

If room count but no bedroom/bathroom count - check floor plan if clear enough

"With" before "Includes"

"Terrace" before "Balcony"

Anything with a square footage before anything without, square footage in descending order

Storage Unit - "ST-2"

Wine Storage - "WS-2"

Parking – "PKG-2"

A complete example:

Duplex; With ST-2 (50 sq. ft.) & PKG-15 (10 sq. ft.); Includes Terrace (400 sq. ft.), Balcony (100 sq. ft.), & Fireplace

Running the One Month Report

Steps to be completed by the Assistant Research Manager. To be run the 1st of any month, the One Month Report will flag any sale as selling higher or lower than the average apartment within six months *for that particular building.*

1. Open ResMain. Choose Condo Rpt from the menu items.
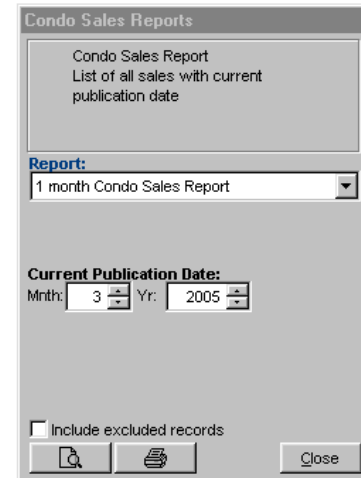
2. Select reports → 1 month Condo Sales Report

3. Select the proper month

4. Do not Include excluded records

The first page of the one month report is a breakdown of how many sales were recorded in each month included in the current publication.

Sales from previous months that were waiting for confirmation will also appear.

Condominium 1 month Sales Report (publ. date 03/01/05).

Month	No of Sales	Apt Sold
February	1	1
October	2	2
July	1	1
August	10	10
September	17	18
October	9	10
November	9	10
December	27	29
January	308	314
February	146	146
Total: **10 mnth**	**530**	**541**

(Averages appearing in this report excludes non-ArmsLength sales)

The following pages are all the buildings that had at least one unit sold that month and the details of the sales.

This is an example of a typical building entry, including Address,

Ex	Sale Id	#Apt	Apt	Sale Date	Price	Rooms	Sq Ft	$/Rooms	$/Sq Ft	H/L	NArm	Notes	Publ Dat
350 Albany St., Hudson Tower													
MH221, 15 floors, 133 apartments, 111/1-Bdrm, 15/2-Bdrm, 7/3-Bdrm													
11 apts sold 09/01/04-02/28/05 Min:507psf, Max:970psf, Avg:688psf+-20%													
	87096	1	2A	02/04/05	$562,000	0.0	840		669				03/01/05
	87703	1	5E	02/11/05	$430,000	0.0	680		632				03/01/05
	87318	1	11E	01/27/05	$359,000	0.0	643		558				03/01/05
	84881	1	R3	09/09/04	$415,000	0.0	818		507	LO		Balcony-confirmed by mgt.	03/01/05
	85046	2	TH2/N3	09/20/04	$2,500,000	0.0	2,578		970	HI		Garden Terrace - 979.4 sf-confirmed by mgt.	03/01/05
Total:		**6 apts**			**$4,266,000**	**0.0**	**5,559**						
Average:					**$853,200**	**0.0**	**1,111**		**667**				

Building name and MHID, plus a breakdown of the building. Following is the number of apartments sold in the last 6 months, and the minimum, maximum, and average price per square foot for the last 6 months of sales at that address. The report proceeds to show the sales detail for the current publication date and any production notes. Finally totals and averages for that building are given.

Using the One Month Report

To be completed by the Assistant Research Manager. The computer will flag a sale as HI or LOW if the difference between the sale price and the 6 month average *for that building* is greater than 20%. It's always useful to highlight any sale flagged by the computer as HI or LOW. At the same time, highlight the sales for any building that only had 1 or 2 sales in the last 6 months – 2 sales in 6 months is not a broad enough comparison and you will want to do the same research on these.

When the One Month Report has been examined and completed, a copy must be given to Henry. Be sure to indicate any notes pertaining to why or why-not a sale is being published.

HI

If the price per square foot (PSF) is high, the first step is to check just how high. If the PSF of that sale is still fairly close to the 20% margin (up to 23%), you can "stet" it, meaning "print as is."

If the building is fairly new, you can check for a price amendment through FileFinder. It is possible that the other units were sold before the price revision, and the questionable sale sold at amended prices. Price amendments are scanned at the beginning of the OP schedules for an address, or as an update.

Check ResMain and scan all previous sales for the building. It may be that this is the first time a unit in the building is being resold, and thus sold for profit at a higher rate than the initial sponsor sales. Look to see how the price compares to the others and how much time has passed.

Check the previous sales for the building in ResMain for any recent comparable price on a comparable unit.

Check for amended declarations on ACRIS to see if the unit had been previously combined with another unit, and now has a different square footage.

Note Terrace, Balcony, or Storage square footage that other units may not have.

If the price is high, and has not been 'stet-ed', put the sale on hold…

Indicate so on the report for Henry.
Pull the ACRIS sheet aside for later research.
Uncheck the "Arms-Length" and "Publish" boxes for the sale.
Record the held sales in an Excel spreadsheet.

LO

If the price per square foot (PSF) is Low, the first step is to check just how low. If the PSF of that sale is still fairly close to the 20% margin (up to 23%), you can "stet" it, meaning "print as is."

If it is a fairly new building, check the offering plan and recent price amendments.

Check the previous sales for the building in ResMain for any recent comparable price on a comparable unit.

Check the deed of that particular sale on ACRIS and see if any of the checkboxes on the Real Property Transfer Report have been selected as a reason for a non-market-rate sale (see "Using ACRIS for further research and troubleshooting"). If there is a reason, this is not an eligible sale, and we will not publish it.

If the price is low, and has not been 'stet-ed', put the sale on hold…

Indicate so on the report for Henry.
Pull the ACRIS sheet aside for later research.
Uncheck the "Arms-Length" and "Publish" boxes for the sale.
Record the held sales in an Excel spreadsheet.

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Too Few Sales

If it is a fairly new building, check the offering plan and recent price amendments.
Check any previous sales for the building for some comparable. If it seems too low or high put it on Hold using the same steps as above.

When a questionable sale does seem to be reasonable in the course of research, "STET" it following the steps above.

The Assistant Research Manager should also check for bold "X"s that appear on the One Month Report, meaning that one of the "Arms-Length" or "Publish" checkboxes has been unchecked, probably in error. Typos in the Prod Notes, mistakes recording the units (recording unit as 4-B instead of 4B), not distinguishing between multiple buildings at an address (recording unit as 1C instead of (223)1C), and other data entry errors (a sale coming up LO because a 0 was left out) should also be checked for at this stage.

A **2nd One Month Report** needs to be run for Art with all the production notes that the Art Dept should include in the book. They are:

Terraces, Balconies, and appurtenant Storage IF there is a square footage
Any Storage, Wine Storage, or Parking unit with a separate tax lot purchased with the unit, with or without square footage
"Floor plan not available" note

Typically completed after type is set for Art.

Running Type for Condo Sales

Steps to be completed by the Assistant Research Manager.

1. Choose Condo Rpt from the menu items.

2. Chose Typesetting.

3. Select default report type is **All**

4. Select publication month and year.

5. The appropriate 6 Month Comparison Period should automatically change along with the Publication Date.

6. Change the Output path

   A folder should previously have been created on the Respubls drive, named with the respective year_month

7. **Run**. *No other changes should be necessary.*

8. Alert Art that the type has been run, along with the path/folder information where the text files can be found.

Typesetting

Runs all typesetting reports

Report:
All (Typesetting&Graths)

Current Publication Date:
Mnth: 3   Yr: 2005

6 Month Comparison Period:
◄ 09/01/2004   02/28/2005 ►   ?

No change %   LastDate:
2.0   ◄ 02/28/2005 ►

☐ Include excluded records
Output path:
R:\CONDOREPORT\XPR_QXD\2005_1   ...

Reset Default Path   Run   Close

Research and Telephone Calls

To be completed by the Research Assistant

When it is determined which sales will be placed on hold, the actual ACRIS printouts are collected and given to the researcher to be confirmed or corrected. This step consists of calling the management company for the building and confirming the price and conditions of the sale.

Using the telephone log

Open the phone log (Excel) located in **X:\CSR Contact\Phone Log.xls**.

The phone log tracks the following for each sale under discrepancy…
- Building address
- Building name
- Management company
- Notes 1 *(usually pertaining to the contact and/or management company)*
- Phone
- Fax
- Date
- Unit #
- Source
- Notes 2 *(usually pertaining to the individual sale)*
- Researcher initials

The Excel file should be in a condition to sort and/or filter any results
- Data → Sort
- Data → Filter → AutoFilter

Draw information from this file to aid in the telephone calls. The usual recommendation is to gather all necessary calls for any particular company in a single location, and make one call per month per contact.

Any new units and/or information should be added respectful of the current information *(ie, match spelling of the Managing Companies currently being used)*.

Maintaining the telephone research materials

There are three folders where the actual ACRIS or phone research sheets can go
- Calls to Make
- Voice Mail (including faxes sent)
- Confirmed (or 'no help' or 'no info')

Condo-sales.com

Updating the statistics information

Several (computer) processes need to run overnight after the Condo Sales Report Publication Date has been set.   Art will upload the updated graphs to the web. The Research Manager is responsible for providing Art with an 2 additional tables and some short (about three paragraphs) text based on the current statistical tables and charts. The latest charts and tables can be found on our server 192.168.1.5/stats. You may need a password for access.

Small '1 month change' table located on the condo-sales home page

1.There is an Excel file located on xxxxxxxxxx. There are two very similar tables on the worksheet 'small stats'. Work is done in the first table.

2.The data we need in columns B & C ('last last month' & 'last month') is simply entered by hand based on the 'Sales Summary for last 12 months' table (server **192.168.1.5/stats**).

3.Column D ('1 month change') in this Excel file should update automatically based on formulas previously programmed.

4.The second table in this Excel file is constructed to look closely like what will ultimately appear on the site, with formatting, language and symbols included.

5.Email to Art.

A	B Last Last Month	C Last Month	D 1 month change
Total Sales	471	386	-18%
Volume	631	551	-13%
Avg Price	1340257	1427898	7%
Avg sf	1142	1199	5%
Avg $/sf	1071	1091	2%

Table found with statistics text

Art is responsible for the bar and pie charts found with the statistics text. The Research Manager is responsible for providing Art with the table outlining '1 month/1 year' changes.

1.In the same Excel file located in xxxxxxxx, open up the worksheet 'big stats'.

2. Referring to data found on the server (192.168.1.5/stats), copy this information by hand into the Excel file, with formatting, symbols and language included,
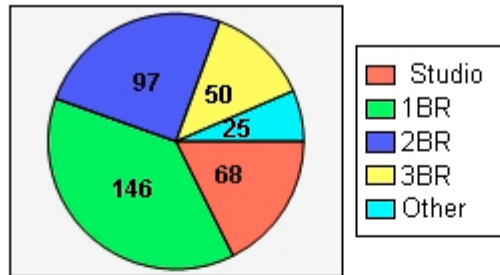
	Oct 2004	Sep 2005	Oct 2005	1 year change	1 month change
Total Sales	378	471	386	+2%	-18%
Volume	$388 mil	$631 mil	$551 mil	+42%	-13%
Avg Price	$1,026,755	$1,340,257	$1,427,898	+39%	+7%
Avg sf	1,117 sf	1,142 sf	1,199 sf	+7%	+5%
Avg $/sf	$862	$1,071	$1,091	+27%	+2%

3. Email to Art.

Text on the statistics page
There is a Word file located on XXXXXXXXXXXX. Simply put, the Research Manager needs to write three paragraphs based on the tables and charts found on our server `192.168.1.5/stats`, and then email that to Art. Should be done together with the other tables.

Market Watch
Updated November 8, 2005
Follow the links on the right to see detailed reports
Total number of sales in October 2005

For the second month in a row October saw a drop in condominium sales (386), falling 18% from September's 471 and with approximately 34% fewer sales than this year's average of 585 for any given month. Historically speaking however, the final quarter of 2004 also witnessed a drop in the number of sales, only to see a significant bounce in January of this year.

	Oct 2004	Sep 2005	Oct 2005	1 year change	1 month change
Total Sales	378	471	386	+2%	-18%
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Considering the similarity in total sales between October and October 2004 (378), there is a remarkable increase in apartment values with the average price per square foot increasing over 27% and the total volume skyrocketing 42% from $388,000,000 last October to $551,000,000 this year.

Average apartment price in October 2005
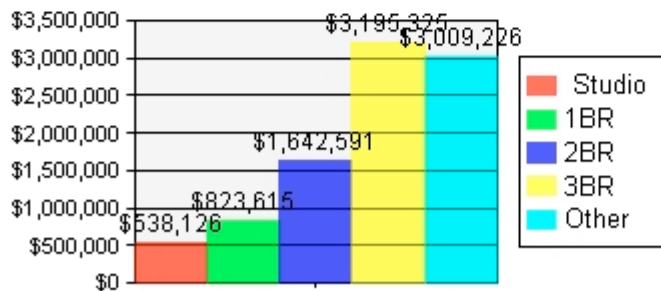
1 bedroom apartments continue to sell well, accounting for 37% of the total condominium sales in Manhattan. For the first time this year prices in larger apartments fell, with a 21% month-to-month decrease in the average price for a 3 bedroom apartment (or a 7% drop in price per square foot).

Redbook

Gathering permit data (from NYC Buildings Department)

The Research Manager is responsible for downloading an Excel file from the City Buildings Department website `http://www.nyc.gov/html/dob/html/guides/foilmonthly_2005.shtml` each month. This data will be used for the Redbook Newsletter

1. Download the zipped Excel file onto `J:\constguide\NYCPermits\NYC Permitszip`

2. Unzip this file, and save onto `J:\constguide\NYCPermits`

3. Apply the following filters to the open Excel file

Boro – equals **Manhattan**
Job Type – equals **A1** or equals **NB**
Doc # - equals **01**
Dwelling units – is greater than or equal to **10**

You should have 20-30 jobs at this point. Email the job numbers to George, who will look at the details of each and decide which to include in the Newsletter.

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